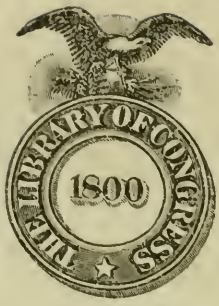
UB
283
.L6

MILITARY
ENGLISH
(LONG
AND
HERSEY



Class UB283

Book .L6

Copyright No.

COPYRIGHT DEPOSIT.

MILITARY ENGLISH

THE MACMILLAN COMPANY
NEW YORK · BOSTON · CHICAGO · DALLAS
ATLANTA · SAN FRANCISCO

MACMILLAN & CO., LIMITED
LONDON · BOMBAY · CALCUTTA
MELBOURNE

THE MACMILLAN CO. OF CANADA, LTD.
TORONTO

MILITARY ENGLISH

OFFICIAL CORRESPONDENCE, ORDERS, MESSAGES, AND REPORTS FOR USE IN COURSES ALLIED TO INSTRUCTION IN MILITARY SCIENCE AND TACTICS

BY

PERCY WALDRON LONG, PH.D.

CAPTAIN AND ADJUTANT. HARVARD R.O.T.C.
ADJUTANT IN THE SCHOOL OF ADJUTANTS, PLATTSBURG
(NOW SECOND LIEUTENANT, INFANTRY, U.S.A.)

AND

FRANK WILSON CHENEY HERSEY, A.M.

INSTRUCTOR IN ENGLISH IN HARVARD UNIVERSITY
FIRST LIEUTENANT, HARVARD R.O.T.C.
"CO-AUTHOR OF ENGLISH COMPOSITION"

Passed by
The Chief Military Censor

New York
THE MACMILLAN COMPANY
1918

All rights reserved

UB383
.46

Copyright, 1918,
By THE MACMILLAN COMPANY.

Set up and electrotyped. Published December, 1918.

DEC 11 1918

Norwood Press
J. S. Cushing Co. — Berwick & Smith Co.
Norwood, Mass., U.S.A.

©CLA508509

PREFACE

In view of the fact that English Composition has been recognized as one of the courses of training essential to the soldiers and officers of the United States Military Forces, it becomes the duty of English teachers to modify their instruction so as to conform to the recommendation made by the War Department Committee on Education in the Special Descriptive Circular on English (C. b. 6–Sept. 24). The authors have sought to prepare a brief book to meet the second of the requirements named in the War Department circular — drill in correspondence and report writing and their adaptation to the needs of the military organization.

The most direct purpose which the book will serve is to teach the soldier student, or prospective officer, how to write the correspondence, orders, messages, and reports which will be required of him, and which he will be called upon to understand even if he does not write them. The book gives instructions, models, and exercises which cover those parts of paperwork which require composition. Throughout the chapters emphasis is laid on the essential features of military language, on clearness, brevity, and precision. The last chapter contains many famous orders which illustrate those qualities of a leader's style which make for the upbuilding of morale.

For many of the forms used to illustrate operation orders the authors express their cordial thanks to members of the French Military Mission, and particularly to Captain André Morize and Lieutenant R. Coubé. Certain forms used in recent training were supplied by the courtesy of General M. B. Stewart and Colonel Edward Croft. The field messages, reports, and diary are censored documents from an American Machine Gun Company, written during the third German offensive this spring. For permission to use them, the authors are indebted to Major Herbert C. Earnshaw, now Commanding Officer of the Columbia Unit, S. A. T. C.

Harvard University,
12 October, 1918.

TABLE OF CONTENTS

CHAPTER		PAGE
I	The Principles of Military English	1
II	Official Correspondence	8
III	Soldiers' Letters Home	22
IV	Administrative Orders and Memoranda	32
V	Field Orders	42
VI	Operation Orders	47
VII	Field Messages	67
VIII	Reports	79
IX	Diaries	92
X	Famous Orders and Examples of Martial Eloquence	97
	List of Abbreviations	113

MILITARY ENGLISH

CHAPTER I

THE PRINCIPLES OF MILITARY ENGLISH

1. **Three Principles.** — A British colonel lecturing to his officers on the subject of field messages cautioned them to avoid two words, the words "if" and "not." An American major added to these words a third which is almost equally objectionable, the word "and." Now, the three principles of military English are all illustrated in this advice to avoid the words "if," "not," "and."

2. **Precision.** — The first of these principles is *precision*. Any message must give its information, and any order must give its command, so precisely that the reader of it will be certain to understand. The word "if" sets him guessing. "If the enemy attempts a raid . . ." is incomplete unless instructions are given what to do in every other conceivable situation.

3. **Clearness.** — The second of these principles is *clearness*. More than anywhere else this fundamental principle of all writing is essential in military writing. As an officer or non-commissioned officer, you will be in charge of men who have only an elementary education, men who in a great many instances are of foreign birth and still speak habitually a foreign language. They will know only the most ordinary words and will understand only the simplest sentences. The word "not," which changes completely the meaning of the rest of the sentence, very often confuses them. It may not be written clearly. In the roar of artillery and excitement of action

the reader, hastily glancing at a message, may wholly fail to see it, and may be led to do the opposite of what his commander ordered.

4. Brevity. — The third of these principles is *brevity*. The sentences should be brief. The paragraphs should be brief. Time is short and brevity prevents confusion. So completely has this principle of brevity become fixed in the army that it permits only one short subject in each paragraph, no matter how many paragraphs are thereby made necessary. Do not connect two clauses or sentences by the word "and." By avoiding the word "and" you are certain not to run one thing into another, or ramble on when your first subject is finished.

5. The Habit of Accuracy. — These three principles depend on the habit of accuracy, — accuracy in thinking, accuracy in knowing, and accuracy in using language. A mistake in time of action will be held by every one to be so criminal that there can be no excuse for it. Accuracy is not easy under the most favorable conditions, and it is immensely more difficult in time of danger and excitement. A thoroughly disciplined soldier should be able, during an enemy attack, to explain the movement of "Squads Right" without making a mistake. A cadet can acquire such a habit of instinctive accuracy only as he acquires the habit of instinctive obedience, — by frequent disciplinary exercises. Each student writing a composition should execute its spelling and punctuation and grammar accurately. He should take no chance in using words or sentence forms about which he feels uncertain. The inexperienced often regard such accuracy as a little and non-essential thing. In the same way they do not see the importance of accuracy in the School of the Soldier. Such accuracy, however, is the foundation of every other good principle. It is considered so fundamental that officers are likely to place most emphasis upon it in choosing men whom they consider worthy of recommendation.

6. Structure and Plan. — The structural principles of composition — Unity, Coherence, Emphasis — apply with particular force to military documents. Orders and reports give definite information about one set of facts; they arrange their material in an orderly way; and they enforce their points. They are consequently based upon plan so solidly that at first sight the plan seems to be annoyingly rigid. It will be seen, however, that this plan or frame is a substantial support to a soldier's writing. Reliance upon it becomes second nature, and he can concentrate his attention on the facts to be conveyed. For example, all orders concerning operations of troops include the following facts, arranged in numbered paragraphs:

1. Information about the enemy.
2. The intention of the commander who gives the order and the ends which he is aiming to accomplish.
3. The objectives to be attained, and the movements to be executed by the unit to whose leader the order is given.
4. The place where the commander can be found.
5. The movements of the neighboring units.

Messages during combat give information often grouped under five headings in regular order, which may be remembered by the formula, "Who, When, Where, How, What."[1]

WHO refers to the effectives, the regimental numbers, etc., of the enemy.

WHEN indicates the exact moment when the observation reported was made.

WHERE indicates the place occupied by the enemy's troops.

HOW refers to his situation and movements.

WHAT indicates the intentions of the officer sending the report.

Reports of campaigns written by commanders-in-chief are also constructed according to careful plans, though naturally in these cases

[1] Lt. Col. Paul Azan, *The War of Positions*, Cambridge, 1917, p. 120.

the plan depends on the circumstances. Field Marshal Haig in his long report on the first Battle of the Somme (1916) begins by stating the object of the battle:

> The object of that offensive was threefold:
> (i) To relieve the pressure on Verdun.
> (ii) To assist our allies in the other theatres of war by stopping any further transfer of German troops from the western front.
> (iii) To wear down the strength of the forces opposed to us.

He then proceeds to show how the operations from July 1 to November 15 (themselves divided into three phases) brought about these objects, and then sums up as follows:

> The three main objects with which we had commenced our offensive in July had already been achieved at the date when this account closes. . . .
> Verdun had been relieved, the main German forces had been held on the western front, and the enemy's strength had been very considerably worn down.
> Any one of these three results is in itself sufficient to justify the Somme battle.[1]

This is a beautiful example of the architecture of writing.

7. **Paragraphs.** — In military documents, more than in other kinds of writing, paragraphs should be unified, coherent, and emphatic. Remember that orders and messages have to be read in haste, often in an uncomfortable position or when moving, very frequently in poor light, in noise, in danger, and in great pain. Under these conditions the brain is baffled by ambiguity and is liable to lose sight of the full importance of an item unless the importance is brought home. If ideas which belong together are widely separated, the tired brain lacks the power to rearrange and reunite them. Make

[1] The complete despatch (23 Dec., 1916) is printed in *The New York Times Current History*, Vol. V, No. 6.

sure, then, that the subject of a paragraph stands out clearly in the first words. When you begin a paragraph, say to yourself and your prospective reader, " Let's get a clear idea of what we're talking about "; and when you end, " Let's leave this paragraph with a clear idea of what we are to do."

Brevity prevents miscellaneousness and rambling, and insures emphasis. In longer reports, paragraphs seldom run to more than five or six sentences, and are usually shorter. Each step has a unity of its own, and the natural coherence of the facts themselves is so close that the reader cannot fail to see the connection. In shorter documents, such as orders and field messages, the paragraphs frequently consist of only one sentence. See pp. 38, 44, 60, 73.

8. Sentences. — A soldier's sentences should be as neat and trim as his uniform. They should be written with strict attention to unity, coherence, and emphasis. Each sentence should be the shortest distance possible between periods. Once the soldier forms the habit of expressing himself in compact units, he will abhor long, stringy, shapeless sentences. As a working rule, compound sentences with " and " should be split into simple sentences. There are, to be sure, some famous military utterances which are compound in form, as Cromwell's " Put your trust in God and keep your powder dry ! " and Perry's " We have met the enemy and they are ours." But the very life of these sentences depends on the fact that two dissimilar ideas are suddenly thrown together in a new union which ignites an electric spark. Furthermore, these are isolated expressions and not parts of larger units.

Clearness demands that the order of words in a sentence should make the meaning unmistakable. Swift's dictum " proper words in proper places " has special significance in military writing. Make sure that modifiers — whether words, phrases, or clauses — are in proper places. One of the most dangerous errors is the " dangling

participle " — the participle that does not modify the subject of the main clause. For instance:

Attacking a section of our advanced trench after a heavy barrage, we repulsed the enemy.

Here " attacking " really modifies " the enemy," not " we." If a writer begins with a participle, he must keep looking at the subject-matter from the point of view indicated by the participle. This sentence should have run:

Attacking a section of our advanced trench after a heavy barrage, the enemy was repulsed.

In case there are two or more ideas of parallel value, they should be cast in parallel constructions. The parallelism in form always keeps the ideas more firmly in hand.

Not parallel: Speed is necessary in order to insure the retention of the new position and the victorious troops will also be saved from needless losses.

Parallel: Speed is necessary in order to insure the retention of the new position, and to save the victorious troops from needless losses.

9. **Words.** — The words used in military communications must be exact and clear. No vague expressions are tolerated. Indefinite words and phrases to be avoided are:

to the right	behind	daybreak
to the left	this side	as far as possible
to the front	that side	as well as you can
to the rear	beyond	try to hold
in front of	night time	attempt to capture

Refer to the points of the compass, " north, east, south, west," instead of using phrases like " to the right," " to the left," " to the rear." The terms " right " and " left," however, may be applied to individuals or bodies of men, or to the banks of a stream; in the

latter case the observer is supposed to be facing downstream. The terms " right flank " and " left flank " may be used, for they are fixed designations. They apply to the right or left of a command when facing the enemy and do not change when the command is retreating. Instead of saying " morning " or " night," give the hour and minutes. The French number the hours from 1 to 24, and all timetables are arranged on this system. The objection to phrases like " try to hold " is that they tend to divide responsibility between the commander and his subordinates.

10. Proper Names. — The names of persons and places must always be clearly understood. To minimize the possibility of error, geographical names are written or printed in ROMAN CAPITALS. When writing orders by hand, you should print out these names in capital letters, for your handwriting may prove to be illegible. If the pronunciation of a proper name does not conform to the spelling, give the phonetic spelling of the local pronunciation in parentheses immediately after the name, thus: ST. QUENTIN (San Kontan), OISE (Waz), BAILLEUL (Bayul'). When two or more places on the map have the same name, they are distinguished by reference to other points. A road is designated by connecting two or more names of places on the road with dashes, thus: the ROYE–PERONNE–CAMBRAI road.

11. Aim of the Book. — In the following chapters of this book the application of the principles of precision, clearness, and brevity will be shown in the forms of writing now usually in the care of a platoon leader, especially in military correspondence, orders, field messages, and reports.

CHAPTER II

OFFICIAL CORRESPONDENCE

12. Military Letters. — The new soldier, and sometimes the new officer in these days of speedy promotion, finds himself at a loss when confronted with the problem of composing a military letter. His ignorance of the proper form may easily betray him and forfeit the attention and esteem which correct form almost invariably secures. He cannot rely upon receiving this instruction in detail and in clear arrangement during the early course of his military training: the exigencies of time force concentration on drill and exercise. To learn in time he must learn for himself and at once. No attempt is made here to treat all the forms and occasions of correspondence: these may be found in:

Army Regulations, Article LX, §§ 775–790.
Moss's *Army Paperwork*, Chapter II, pp. 38–110.
Waldron's *Company Administration*, Chapter XIV, pp. 102–104.
Correspondence Model, G. O. 23, 1912.

The explanations which follow will suffice for most of the needs of the great masses of soldiers and officers. They will be mastered most easily by executing the exercises between two readings of the text.

13. Spacing of the Letter. — A letter of one page — most letters should be one short page in length — is divided into three parts.[1] The upper third of the sheet will contain nothing but the formal letter *heading* presently to be described. The middle third should

[1] When foolscap is used, it is spaced in four parts, for three folds, and the heading occupies only the topmost fourth.

be sufficient space for the entire *contents* of the letter, which ought usually to be very brief. Each paragraph must be numbered; the numbering must be consecutive (that is, no number may be skipped); and a blank line must be left between paragraphs. Where a paragraph contains several minor items, these will be separated into sub-paragraphs with the consecutive lettering — (*a*), (*b*), (*c*), etc. Such sub-paragraphs are set in further than the lines above so as to make an extra margin of about one-half inch within the paragraph. The left margin of the whole letter will be about one inch, and the right margin should be very nearly of the same width. The lower third of the sheet will usually contain the *signature* and leave sufficient blank space for indorsements where there is occasion for not more than two or three. In case the letter is very short, however, the signature follows the contents immediately, leaving no room for insertions, which might be made subsequently and perhaps by another person. Only one side of the paper is used. The number of the page, where more than one is used, is placed about one-half inch from the bottom and centred.

14. The Heading. — The letter heading, which fills the upper third of the first page, has a form very precisely defined. It consists of the place and date of writing, the person or office writing, the person or office written to (with the proper address), and the subject of the letter. Where the letter forms part of an office file, it has also a file number. All these items, and no others, must be written in a correct heading.

15. The place of writing occupies the first and second lines, usually centred at the top, but permissible in the upper right-hand corner. The first line consists of the name of the organization, as "Co. A, Dartmouth Unit, S. A. T. C.," or "Hq., Princeton Unit, S. A. T. C." It should be noted that smaller organizations than regiments do not have headquarters (Hq.) except in the case of bat-

talions detached from the larger bodies of which they form part. A detachment from any unit will use as letter heading the abbreviation "Det.," as "Det. Co. A," where a part of Co. A has for some purpose been separated for special duty from the rest of the company. The second line — or, if necessary, the second and third lines — contains the ordinary post-office address written as in civilian correspondence.

16. The date of writing does not differ in form from the dating in civilian letters. It is sometimes centred directly under the place of writing, but more usually and more correctly is written to the right and one line below. The name of the month is written and precedes the day of the month. It is not good usage to abbreviate the year. Write 1918 or 1919 (not '18 or '19).

A model letter heading follows:

Hq. 1st Training Regiment, S. A. T. C.
Plattsburg Barracks
File No. 38. Plattsburg, N. Y.
Sept. 12, 1918.

From: Commanding Officer, S. A. T. C. Camp.
To: The Adjutant General of the Army, Wash., D. C.
Subject: Recommendations for Commissions in Artillery.

The words "From," "To," and "Subject" invariably form part of the heading of a military letter. They begin with capitals and are followed each by a colon. They are placed vertically in the order here given, and have a blank line below each. Usually they are printed with the letterhead on office stationery (*A. R.*, § 512).

17. The person or office writing is indicated after the word "From." When the letter concerns a person, as in a report for duty or a request for transfer or quarters or furlough, the person's name will be used, as "Captain D. J. Hollister, Co. K, 32d Infantry," or "Corporal F. B. Jones, Co. C, 21st Artillery." On the other hand, whenever the letter concerns official business of a unit over which

the writer exercises control, the writer will use not his personal name, but the name of the office he holds. He will write "Commanding Officer, Co. K, 32d Infantry." The same usage is followed in writing checks or money orders. In this way transfers of personnel, casualties, or temporary absence do not disturb the routine of official business, which passes through the office or orderly room regardless of the individual who serves as a medium of communication.

18. **The person or office addressed** is indicated after the word "To." With regard to the use of the individual's name or the name of his office, the same usage prevails as in the case of the person or office writing. If the letter concerns the persons addressed, as in a rebuke for delay in transmitting a report, use his personal name; if it concerns the organization over which he exercises control, address him by the name of his office. This usage applies equally to addresses on envelopes. On the same line, and if necessary running over on the blank line below, should be placed briefly but clearly the post-office address of the person or office you are writing to. Letters which require many indorsements pass from office to office, with consequent changes of envelope. The envelope address is therefore insufficient. *Where a letter is not intended to go directly to the person addressed, place below the designation of the officer addressed the parenthesis* "(Through military channels)."

19. **The subject-matter** of the letter is indicated after the word "Subject." This part of the heading must be condensed into a very few words, not more than five or six if possible. A single word or a phrase of two or three words should be sought. In a large office this indication enables the person who opens the mail to refer a letter to the individual who as a matter of routine attends to any given type of communication. In any case it enables the reader at once to class the letter with reference to (1) the necessity of immediate action, (2) its connection with past communications.

As an exercise in composition this selection of the heading resembles choosing a title. Every military letter is required to consist of one subject and of one subject only. The ease or difficulty of finding a name for the subject-matter of a letter usually proves or disproves the unity of its contents. This principle of unity, important in all forms of composition, is here of the utmost importance. Army business, as well as troops, moves in units. Most often when units are mingled in a single letter, they pertain to the work of different persons; one of them consequently goes astray and is not attended to. The teacher of composition should, therefore, repeatedly emphasize the importance of unity and secure it in his pupil's composition by frequent exercises, particularly exercises of condensation (*précis* writing) and the separation of confused material into logical parts.

20. **The file number** will be used in orderly rooms and offices, where records or files of correspondence are invariably maintained (see Waldron's *Company Administration*, Chapter XIV, p. 102). It is placed in the heading at the upper left-hand corner as indicated in the model on page 20. The numbering of each file must be consecutive. It does not include letters of a personal nature, but solely those affecting the organization as a unit. That is to say, a personal letter written by the captain of Co. K does not form part of the Co. K file, though it may form part of the Adjutant General's files. The numbering of a file begins with the beginning of an organization. A new series of numbers begins with each calendar year.

21. **Contents of a Letter.** — The general appearance of the contents of a letter has been described in § 13. Also, the requirement that "an official letter should refer to one subject only" (*A. R.*, § 775) has been explained in § 19. The writer must be cautioned at once that the salutation and the complimentary close of civilian correspondence are never used. "Dear Sir," "My dear Colonel,"

" Very truly yours," " Respectfully yours " will occur only in letters interchanged with civilians. Ceremonial forms have no place in military correspondence.

In civil life letters are written without need of any permission from a superior. It is not so in the army. Every official letter is written under and according to the order or regulation by which occasion or permission is afforded the writer. And this order or regulation should be stated in the first paragraph of the letter. Thus a subordinate addressing his superior will begin according to such forms as follow:

1. In compliance with S. O. No. —, Hq. 32d Regt., Camp ——, Louisville, Ky., Nov. 2, 1918, I submit herein . . . .
1. Under the provisions of *A. R.*, § — . . . .
1. According to the verbal instructions of Lieut. Col. . . . .

The use of abbreviations and hyphens, as in the preceding examples, is not according to the best usage, that of the Adjutant General's Department, but is very common. A table of ordinary abbreviations will be found on page 113.

22. Divisions of the Subject. — A letter on one subject may be divisible into several equal parts. Let us suppose that a number of men in an S. A. T. C. unit are to be taken into a government cantonment for a short period of special training in the division schools, the purpose being that they may transmit this instruction throughout the S. A. T. C. unit. A letter concerning this opportunity might well refer to the time and place of arrival, the duration of their stay, the regulations governing it, the cost of maintenance, and other items. Each item should be clearly placed in its appropriate paragraph so that it forms a definite unit, and these units stand in logical arrangement. The lessons in planning as given in usual courses in composition are for this purpose especially valuable.

23. **The general style** of military letters differs markedly from the styles used in social and business correspondence. It is business-like in its directness and brevity. It is courteous in the avoidance of unnecessary severity. The writer will not "call your attention to" unless he wishes to rebuke you; he will "invite your attention." Similarly, such words as "request," or "suggest," are to be interpreted as definite orders politely expressed. But military correspondence should be devoid of all ingratiating elements or suavity. Flattery — indeed, any compliments of a personal nature — are to be scrupulously avoided. Self-interest and playing upon the personal interests of others must be suppressed. Therefore, a military letter will come directly to the point, stating its purpose clearly.

Consider the following example:

From: Private J. R. Smith, Co. G, Yale Unit, S. A. T. C.
To: Commanding Officer.
Subject: Personal Transfer to Another Company.
1. I request that I be transferred from Co. G to Co. D.
2. I wish to be placed with my friends.

Here neither the brevity nor the directness is at fault. In these respects the letter is exemplary. The request, however, will probably not be granted since it rests on improper grounds. The American Army is a unit, and all of its members friends, knowing no sectional divisions. The building up of esprit and morale demands such an impersonal stand. Were Private Smith's application based on the fact that he is an experienced company clerk, that Co. D. has none, and Co. G. has two, the transfer he requests, if the facts were substantiated, would probably be granted.

24. **Signature.** — The signature is placed immediately below the last line of subject-matter and on the right-hand side of the page. It varies according to the nature of the heading. Official communica-

tions will be signed with the pen and not by facsimile. In case the rank and military unit of the writer appear in the heading, his signature will consist simply of his name. Thus, a letter headed " From : Corporal R. H. Flower, Co. F, 32d Inf." will be signed simply "R. H. Flower." It is a rule, therefore, that in personal letters the rank and regiment (or corps) should not be added to an officer's or soldier's signature unless he needs to establish his identity. When so added, it should be placed in parenthesis.

In official letters, however, the name of the office does not disclose necessarily the rank of an individual. The " Commanding Officer, Co. K," may be a captain or a lieutenant. Though on duty with an infantry training unit, he may be commissioned in the cavalry. His signature will then include, immediately below his name, both his rank and branch of the service, as " 1st Lt., Art." or " Lt. Col., Ret." Sometimes there will appear, on a third line immediately below, the designation of a staff office, as " Adjutant " or " Personnel Officer." A signature for a superior officer in his absence indicates that fact, as " Arthur E. Green, Col., Gen. Staff, in absence of the Division Commander."

25. Folding the Letter. — Letter paper is invariably folded in three equal folds. The top crease is made with the writing outward. The lower crease is made with the writing inward. Thus the heading (called *brief*) is exposed to view, and on the other side the official mark or office stamp should be seen. [At present, the stamp is by custom usually imprinted on the lower left front of the last page, but is correctly placed on the lower back of the first.] When the letter consists of more than one page, the second and subsequent pages are folded with the first, but the lowest fold is then tucked into the top crease. This system of folding makes visible the lower back of the first page. Letters on foolscap are folded in four and show either the brief or the office mark according to the special purpose in view.

26. **Enclosures.** — The number of enclosures, where there are any, is stated at the lower left-hand corner, as "2 Encls.," "5 Encls."

27. **Envelopes.** — Addresses on envelopes follow, as regards their contents, the usage of the letter heading. The official envelope, which must be used only for government business, indicates in the upper left corner a space for the name and address of the sender which should correspond to the heading "From" within, — followed on a line or lines below with the *place of writing* (or address to which the communication should be returned). The address to which the letter is to be sent corresponds to the heading "To" within. Custom now favors beginning the lines of this address so that they form a vertical column on the left.

The permanent address of all officers and soldiers is "In care of The Adjutant General of the Army, War Department, Washington, D. C."

A single envelope, sealed, will ordinarily be used, except that none is required for communications within the same office. But *confidential* communications must be enclosed in both an inner and an outer envelope. The inner covering may be either a sealed wrapper or an envelope addressed in the usual way but plainly marked "Confidential." This envelope will then be placed in another sealed wrapper or envelope addressed as usual. The outer covering bears no sign of the confidential nature of the contents.

28. **Copies.** — Copies should be kept of all letters, telegrams, or other official communications. Three copies (original and two carbons) will often suffice: a retain copy for the writer, a retain copy for the person addressed, and the original to be returned with its indorsement. In many cases, however, several offices have to take action on the letter, and each office will require a retain copy.

Address	No. of Copies
Company Commander	3
Bn. Commander	4
Reg't Commander	4
Reg't Commander (through Bn.)	5

29. Channels of Communication. — The written communications of the army are so many that every item should be addressed with the most scrupulous care to the proper person. Moreover, in order that it shall be fully authorized and claim his official consideration, it must be so addressed as to reach him in the proper way. Otherwise endless delays and a great deal of extra correspondence may be caused, and the writer may ultimately be unable to secure any attention whatever.

"Communications, whether from a subordinate to a superior, or vice versa, will pass through intermediate commanders." (*A. R.*, § 783.) This regulation applies equally to verbal and written communications. It must be remembered, however, that the platoon is a tactical unit, and not an administrative unit. Letters within a regiment will almost invariably be administrative and not tactical.

Correspondence relating to personnel, discipline, equipment, or instruction of a company (or battery or troop) will pass through the battalion (or squadron) commander. No official record is kept, and in practice such papers are forwarded without other indorsement than the battalion commander's initials with or without the word "Approved" (or "Appd."). Comments may be made verbally or on an attached paper. (*A. R.*, § 245 and Changes No. 23.)

The writer of a letter when he is not replying to a communication or carrying out instructions — in either of which cases his course has been indicated — will ordinarily address his immediate commander. Thus, the soldier will usually address the "Commanding Officer" of his company, and the officer will usually address the

"Commanding Officer" of his regiment. In other cases he will usually address "The Adjutant General of the Army." Such communications may, of course, never reach the officer to whom they are addressed. The first sergeants in companies and the adjutants in regiments are often empowered to dispose of the usual routine cases after methods of procedure have been laid down by their commanding officers. The Adjutant General probably could not read in a lifetime his correspondence of one month.

30. **Indorsements.** — Every officer through whom as a channel a communication passes is required to express his opinion of the subject-matter (*A. R.*, § 786), unless the subject is such that he can have no control. If the writer is an enlisted man, the officer immediately in charge of him should verify his statements and in the indorsement state that he has done so. If interlineations are made, they must be initialed by the person who makes them.

The indorsement has a form quite as definitely prescribed as that of the letter. Observe the following indorsement:

Second Indorsement

Co. K, 32d Inf. Platt. Bks., N. Y., Aug. 14, 1918. To the Commanding Officer, Platt. Bks.

1. Forwarded with approval.

(1 Encl. added) J. G. Hollister,
3 Encls. Captain, 32d Infantry.

Indorsements have the same width as the lines of the letter. The first begins one-half inch below the rank in the signature of the writer of the letter. About one-half inch is left between indorsements. The number of the indorsement, place, date, and person addressed will be written. Indorsements in the nature of routine are signed by initials only. The total number of enclosures will be indicated in each indorsement, and in parenthesis any that have been added or

withdrawn by the officer indorsing. The space left vacant below each indorsement is used to indicate receipt, as "Rec'd [or Rec'd back] Northeastern Dept., Nov. 10, 1918."

31. Model Letters. — The following reduced models of letters are spaced according to the requirements stated on page 8. The broken lines must not be made on a letter; they indicate here the places where such a letter should be folded. (See page 15.) It must not be supposed that letters are confined to one or two paragraphs; they often contain five or more; and the paragraphs not infrequently contain as many as twenty lines. Such letters, however, usually come from above. Pascal once added apologetically: "Excuse me for writing a long letter; I had no time to write a short one." Be advised: take time, write a short one.

Hq. Harvard Unit, S. A. T. C.
Cambridge, Mass.

October 10, 1918.

From: 2d Lt. James W. Hollis, Inf.
To: The Adjutant General of the Army, Wash., D. C.
Subject: Personal Report.

- -

1. In compliance with S. O. 32, Hq. Plattsburg Barracks, Plattsburg, N. Y., Oct. 6, 1918, I submit the following personal report:

(*a*) My full name is James Warton Hollis.

(*b*) My rank is Second Lieutenant Infantry.

(*c*) The time of my reporting for duty is 10.30 A.M. Thursday, October 10, 1918.

James W. Hollis
2d Lt. Inf.

- -

32. Letter with Indorsement

File No. 4

Company K, 32d Infantry,
Plattsburg Barracks, N. Y.,
August 23, 1918.

From: Commanding Officer, Co. K, 32d Infantry.
To: Commanding Officer, 32d Infantry.
Subject: Recommendation of students for commissions.

- -

1. In compliance with Memo. #14 H. Q. S. A. T. C. Camp, Plattsburg Barracks, N. Y., August 21, 1918, I recommend the following named students as qualified to be commissioned as second lieutenants:

Sergeants: James W. Barclay, Horace C. Graham, Sumner Johnson.
Corporals: Frank L. Newcomb, John R. Partridge.

2. These men were all present throughout the camp held in June.

J. D. Hollister,
Captain, 32d Infantry.

- -

First Indorsement

Hq. 32d Inf., Platt. Bks., N. Y., Aug. 26, 1918. — To C. O., Co. K, 32d Inf.

1. Returned.

2. Recommendations will indicate the arm of the service for which each candidate is best fitted.

By order of the Commanding Officer:
J. E. Dunton
Adjutant

EXERCISES

1. A required Personal Report from the student to the Adjutant, containing (*a*) full name, (*b*) age in years and months, (*c*) home address, (*d*) any occupation in which he has engaged productively.

2. A Company Commander in an S. A. T. C. unit is required to submit a list of men whom he recommends for a headquarters company about to be

formed, with indication of their special qualifications. Write his communication in reply.

3. Corporal Thomas H. Piper is S. O. L. While seeing his best girl home, he was delayed by a trolley breakdown and became A W O L. His first sergeant puts him on K. P. the second time in one week and refuses him week-end leave. He asks to have his Company Commander pass on this and is later told by the first sergeant that the Company Commander approves of the punishment. Corporal Piper determines to push the matter further. Write the correspondence which ensues. Do not write duplicate copies, but indicate the number as in the case of enclosures.

4. One day 2d Lt. Push conceives the idea of a local conference of S. A. T. C. company officers. He mentions it at mess to his C. O., who approves and easily gains the approval of the C. O.'s of two other S. A. T. C. units who happen to be messing with him. Write four sample letters of the correspondence which ensues.

[Examples of such letters are :

Letters of invitation and reply.
Letters ordering supplies.
Letters transmitting resolutions.]

5. A letter requesting a furlough with the reasons therefor.

6. A letter requesting a transfer into another branch of the service.

7. A lieutenant is required to submit a schedule for the training of a company for the ensuing week.

CHAPTER III

SOLDIERS' LETTERS HOME

33. A Writing Army. — The letters which soldiers write home are not like ordinary letters; they take on the character of the epoch from which they spring. They are precious souvenirs of affection to kindred and friends; they are missives of amity between nations; and they are records for posterity. A striking fact in this great struggle to preserve civilization is that our army is a reading and a writing army. It is by letters giving details of what the soldier sees and feels in battle, expressing his spirit and personality, sketching the tragedies and humors and heroisms of war that the soul of the conflict will be revealed to the future.

34. Censorship. — One of the routine duties of the platoon leader is to censor the letters of his men. The purpose of this censorship is not only to discover traces of disloyalty — for it is necessary to take no chances in battling for life and liberty — but to prevent thoughtless statements escaping which might have for the enemy a significance which the writer never dreamed of. Careful regulations provide that the soldier *shall not indicate where he is stationed or to what organization he belongs.* It is equally important that he should not give the regiment or corps of a German prisoner. He must scrupulously avoid all mention of unusual activities such as precede an attack, for he cannot safely reckon on his letter reaching America before it is read by the enemy's spies. It is best for him to deal with events of several days ago rather than of the immediate past. Material for letters is so rich and varied in the present war that a soldier

has plenty to write about without giving away any military secrets which might be valuable to the enemy. Personal news, the information that he is well, and other information that will relieve his family and friends of anxiety will naturally come first to his mind. The bewildering new life in the army, the reception by our Allies, impressions of foreign cities and people, days and nights in the trenches, modern warfare, marches and billets, hand-to-hand combats, opinions of the enemy, — here is enough to keep the most eager pen busy.

The platoon leader should not regard his task as solely that of an expurgator, for this would tend to reduce the correspondence of his command to tame, dispirited monotony. He should point out to his men ways in which they can make their letters more interesting. Let him encourage Private X to write about such and such a story. Let him incite them all to write good letters so that in after years they may rejoice in reading them to their grandsons and live over again the great days of their youth.

35. Vividness. — A soldier's private letters should be vivid, spontaneous, and cheerful. Here is the opportunity for that self-expression which every man feels the need of when he has been experiencing strange new adventures on land and sea. A man *must* spin a yarn: a letter is his chance, for the fireside where the home fires are burning is thousands of miles away. Make the letter vivid. Develop a sense for picturesque details, and find words which shall make them live before your reader's eye. Remember, however, that good description is not entirely a matter of sight: sound, smell, touch, and taste all play their part. In this description of a shell bursting at night, written by an officer in the Royal Engineers, note the effective use of color, and the variety of sounds:

Night — and a working-party stretching away over a ploughed field are digging a communication trench. The great green flares lob up half a mile away; a watery moon shines on the bleak scene. Suddenly a noise like the

tired sigh of some great giant, a scorching sheet of flame that leaps at you out of the darkness, searing your very brain, so close does it seem; the ping of death past your head; the clatter of shovel and pick next you as a muttered curse proclaims a man is hit; a voice from down the line: "Gawd! Old Ginger's took it. 'Old up, mate. Say, blokes, Ginger's done in!" Aye — it's worse at night.[1]

One of the most vivid descriptions of flying occurs in a letter by Victor Chapman of the Escadrille Lafayette, who was killed while going to the rescue of Lufberry and Norman Prince:

Over the field we soared, and due east for B——. Twelve, sixteen, nineteen, twenty-two, twenty-four hundred metres — mounting well at one thousand one hundred and eighty turns. The earth seemed hidden under a fine web such as the Lady of Shalott wove; soft purple in the west changing to shimmering white in the east. Under me on the left, the Vosges, like rounded sand dunes cushioned up with velvety light and dark mosses (really forests). But to the south, standing firmly above the purple cloth-like icebergs shone the Alps. My! they looked steep and jagged. The sharp blue shadows on their western slopes emphasized the effect. One mighty group standing aloof to the West — Mont Blanc, perhaps. Ah, there are quantities of worm-eaten fields — my friends, the trenches, — and that town with the canal going through it must be M——. Right beside the *capote* of my engine, shining through the white silk cloth, a silver snake: the Rhine! "What, not over quarter to six, and I left the field at five! Thirty-two hundred metres. Let's go north and have a look at the map. Boo, my feet are getting cold!"

While thus engaged "Trum-un-ng-tss" — a black puff of smoke appeared behind my tail, and I had the impression of having a piece of iron hiss by. "Must have got my range, first shot!" I surmised, and making a steep bank, *piqué'd* heavily. "There, I've lost them now!" The whole art of avoiding shells is to pay no attention till they get your range, and then dodge away, change altitude, and generally avoid going in a straight line.

[1] "Sapper," *Men, Women, and Guns*, London, 1916, p. 22.

In point of fact, I could see bunches of exploding shells up over my right shoulder, now a kilometre off.[1]

This passage is remarkable for its appeal to various senses. It illustrates another important factor in good description, — the skilful maintenance of the point of view. Chapman paints the earth as it looks from a great height and never allows us to forget that we are high in the air: "the Vosges, like rounded sand dunes"; "worm-eaten fields — the trenches"; "a silver snake: the Rhine."

36. The Value of Description. — Do not suppose that description is merely one of the arts of peace. It is indeed bound up with the art of war. A soldier must train his eye to be keen. He must not only shoot straight, but draw straight. He must make accurate maps and sketches of the terrain. The relation between drawing and writing is very close. Eden Phillpotts, whose descriptions of Dartmoor are famous, makes pencil sketches of the scenes of his novels. "The sketches are short-hand notes," he writes. "Thus I teach myself, and by observing as closely as is necessary to draw, win a few facts sometimes worth using in my own medium of words. My scenery is all painted in the open air." The well-known comparison of the Bay of Monterey to a bent fishing-hook was made by a soldier — General Sherman, and, as Stevenson says, "shows the eye of a soldier for topography." Practice in description is one of the best ways by which a soldier can develop keenness of sight.

37. Narration. — Ability to picture things vividly, moreover, adds to the reality of a narrative, and the vast majority of letters are narratives. It is well to bear in mind the essentials of good narrative writing: (1) generous development of a situation, (2) preparation for effects to come, or "motivation," (3) climax, (4) setting, (5) characters, (6) dialogue, and (7) style. Take this brief episode

[1] *The Harvard Volunteers in Europe*, Cambridge, 1916, p. 232.

from a letter of Trooper S. Cargill, writing during the retreat from Mons:

I saw one ghastly affair. A German cavalry division was pursuing our retiring infantry when we were let loose on them. When they saw us coming they turned and fled, at least all but one, who came rushing at us with his lance at the charge. I caught hold of his horse, which was half mad with terror, and my chum was going to run the rider through when he noticed the awful glaze in his eyes and we saw that the poor devil was dead.[1]

How swiftly and dramatically he tells the story! He prepares for his effects, he stimulates our curiosity, he puts in details — few, but each charged with pictorial power, — and he brings us up to a sharp climax. Here is another incident skilfully told, this time by a British Naval Lieutenant who was in the action off Heligoland:

The most romantic, dramatic, and piquant episode that modern war can ever show. The *Defender*, having sunk an enemy, lowered a whaler to pick up her swimming survivors; before the whaler got back an enemy's cruiser came up and chased the *Defender*, and thus she abandoned her whaler. Imagine their feelings — alone in an open boat without food, 25 miles from the nearest land, and that land the enemy's fortress, with nothing but fog and foes around them. Suddenly a swirl alongside and up, if you please, pops his Britannic Majesty's submarine E4, opens his conning tower, takes them all on board, shuts up again, dives, and brings them home 250 miles! Is not that magnificent? No novel would dare face the critics with an episode like that in it, except, perhaps, Jules Verne; and all true![2]

38. Dialogue. — Bits of dialogue make the human voice ring in our ears. Whenever you can, record striking remarks not only because they give flavor to your letters, but because only the recorded sayings will live for the future. How grateful we are to hear the words reported in these extracts:

[1] *In the Firing Line*, London, 1914, p. 136.
[2] *In the Firing Line*, p. 104.

1

Your son was killed on the morning of Sept. 25 while supporting an attack. He was magnificent. I heard the men talking of him among themselves. They say he was laughing and chatting all the time, and did them a world of good. Then the order came to go to the front line. His platoon was the first to move. "Hooray, we're going up, lads; come along," he shouted. He led them all the way and got into the trench safely, but almost immediately afterward he received a bullet in the chest.

He was splendid to the last, and his farewell words were: "Well, cheer-oh, lads!" His example has been most inspiring to all of us.

2

We passed through the remnant of a place called Porquericourt. An old woman came to a broken doorway.

Her three daughters had been with her at the farm the night that the Germans retired. They had fled with her to the house of a friend, from where they saw their own home of a lifetime in flames. The girls were 19, 21, and 24 years old. The Germans had found them in Porquericourt and had taken them away. That was eight days before. She had heard nothing of them since. All other young women had likewise vanished that night when the Germans went away.

She told her story simply, in a low unfailing voice. But she shuddered as she spoke of her daughters. I said to her:

"The next day after the Germans had gone how did it seem to see French soldiers appear?"

She replied: "It was such a feeling that it is impossible to describe, with an emotion of joy, monsieur, that is beyond words."

I asked another question:

"And how do you feel now — husband, brother, sons, and daughters all gone and you left here alone?"

I shall never forget the sight of her gray head. She looked up into my eyes and replied:

"To-day, monsieur, I am with France — and I have confidence." [1]

[1] Philip Gibbs, Letter of March 27, 1917.

39. **Cheerfulness.** — In fair days and foul, be cheerful. No matter how gloomy or depressing the immediate situation may be, smile in your letters. The cheerful soldier is the best soldier. General Pershing cables, "Send me singing soldiers." Now a chat with the folks at home will hearten a man himself and it will also hearten them. They are thrilled with pride when they get rousing letters from their lads at the front and redouble their efforts to buy Liberty Bonds or to "carry on." The challenge of Germany to us was not that we couldn't fight, but that we couldn't mobilize our resources. When America entered the war, the German General Staff made this curt announcement to the German people: "There is nothing to fear from America. Being a democracy, America cannot organize her resources to the extent necessary for waging a modern war." The Huns in their arrogance believe this. It is an American soldier's duty to strengthen not only his own morale, but the morale of the folks back home so that his brothers-in-arms on the farms, in the ship-yards, in the mines and in the munition plants may give the lie to the German taunt. Here is a letter which is admirable both for its good spirits and its feeling of fellowship with our Allies. It comes from Corporal R. E. Dowdell of the 14th Engineers, A. E. F.

Back home one cannot realize the vastness of this world war. Even in England, with the exception of the lack of young men, no one, unless an eye-witness, can imagine the waste, the cruelty, the sacrifice, and the terror that this mechanical war carries with it.

America has just started. The advent of our participating in this conflict has considerable moral effect on all nations involved. Never in the history of the American people have their troops received such a splendid, enthusiastic reception as did our regiment and three others in London on August 15. Stamped in the faces of the women and old men who madly cheered us during our four-mile march through the principal streets was half, no, three-quarters sorrow, and the remainder relief. Relief, that at

last an ally of unlimited wealth had started in to assist in the extermination of the war. Let no one convince you that England, or rather the British, as all Britons fight this war, do not know hospitality. An American reception could be no more enthusiastic than that tendered our troops.

It must be remembered that the four regiments that paraded in London that Wednesday were the first troops of a foreign nation, ally or enemy, to land in England under arms, for centuries.

We were received by King George and Queen Dowager Alexandra. Dinner was served the regiment on the Buckingham Palace grounds.

In France, however, a different reception awaited us. One that made breathing difficult and eyes misty. Sad faces of those who suffered, morally, physically, and financially, forced smiles to their lips and cheers from their throats to welcome the first volunteers from America. They have all suffered beyond description. My pen, or that of the greatest writer, could never bring out that dead, appealing look in the French civilians' eyes, especially those of the women. . . .

Picture yourself standing on a pile of broken plaster and brick, with your poncho dripping wet and your hat brim bending down while a regiment of British Tommies just out of the trenches march past towards a street car singing "Smile, Smile, Smile." Can you imagine a thousand mud-stained, unkempt men singing "smile" after eight months of trench work? I can, for I stood on that wet, sticky brick pile and watched them march past.

It seemed unbelievable at first, but as time wears on and I become acclimated to these customs, I can accustom myself to their mood. It is something like this: "I'm here — he's there — my pal's there, and Fritz is getting a little more than us."

It is a day's work with these Tommies. They admit the German ability to fight, but at the same time they convince you that they are just as good. And they are. So it's "Smile, Smile, Smile" in face of hardships, hunger, and cold. It's "Smile, Smile, Smile" whether it's "over the top" or fatigue back of the lines, but it's a few extra smiles when it is "Blighty."

"Blighty" is London, the soldier's paradise. "Blighty," where a soldier's money is not spendable, and good cheer and warmth and real food await. . . .

Even the British officers are cordial towards the American troops. Yesterday a captain and a lieutenant were standing at a crossroad as I passed. They hailed me with, "Well, corporal, what do you think of it?"

I saluted, and for over an hour we talked of the war. We could see the shells bursting in the distance, and they explained that Fritz was searching for a 5-inch battery which had shelled a crossroad all day. A German trench was just below our feet, half filled with water and supported by timbers. Before and behind it were barbed and fish wire entanglements. It was then I learned the horrors of "over the top."

The wire was not over eight inches from the ground, concealed in the grass. Before a charge, the artillery shelled the wire all day and night, tearing pathways through it.

"We go over the top," the British captain explained, "and it is not very pleasant picking your way through the pathways with Herr Fritz popping at you with a machine gun."

I granted this to be true. They are cool, these British officers. They told me of a captain who alone captured 80 Germans. They were in a tunnel trench, and with a machine gun, single-handed, he invited them to surrender, thusly:

"All who wish to surrender may signify in the usual manner." He got a D. S. O.[1]

40. Deep Feeling. — Often a soldier feels so deeply the great purposes of this war that his words become eloquent. Such letters are filled with the inspiration of victory and will be cherished by the generations to come. One of the most eloquent letters of the war was written by Lieut. Harry Butters, an American serving in the British Royal Field Artillery, who has since been killed in France:

I am no longer untried. Two weeks' action in a great battle is to my credit, and if my faith in the wisdom of my course or my enthusiasm for the cause had been due to fail, it would have done so during that time. But it has only become stronger; I find myself a soldier among millions of others

[1] *Our Service*, Boston, October, 1917.

in the great allied armies, fighting for all I believe right and civilized and humane against a power which is evil and which threatens the existence of all the right we prize and the freedom we enjoy.

It may seem to you that for me this is all quite uncalled for, that it can only mean either the supreme sacrifice for nothing, or at best some of the best years of my life wasted; but I tell you that not only am I willing to give my life to this enterprise (for that is comparatively easy except when I think of you), but that I firmly believe — if I live through it to spend a useful lifetime with you — that never will I have an opportunity to gain so much honorable advancement for my own soul, or to do so much for the cause of the world's progress, as I have here daily, defending the liberty that mankind has so far gained against the attack of an enemy who would deprive us of it and set the world back some centuries if he could have his way.

I think less of myself than I did, less of the heights of personal success I aspired to climb, and more of the service that each of us must render in payment for the right to live and by virtue of which only we can progress.

Yes, my dearest folks, we are indeed doing the world's work over here, and I am in it to the finish.

Brief List of Collections of Letters

In the Firing Line (Letters of British Soldiers and Sailors, edited by A. St. J. Adcock), London, 1914.

Friends of France: The Field Service of the American Ambulance, Boston, 1916.

The Harvard Volunteers in Europe, ed. by M. A. DeW. Howe, Cambridge, 1916.

Victor Chapman, *Letters from France*, New York, 1917.

Alan Seeger, *Letters and Diary*, New York, 1917.

Lt. Coningsby Dawson, *Carry On: Letters in War Time*, New York and London, 1917.

Russell A. Kelly, *Kelly of the Foreign Legion*, New York, 1917.

Maurice Barrès, "Young Soldiers of France," in *The War and the Spirit of Youth*, Boston, 1917.

Arthur G. Heath, *Letters*, Oxford, 1917.

CHAPTER IV

ADMINISTRATIVE ORDERS AND MEMORANDA

41. Be Prepared. — The recruit or student soldier will at first thought consider that he can have nothing to do with the writing of orders and memoranda; indeed, that there are few which he will have occasion to read. Often he sees none on the company bulletin board; the first sergeant, at formations, reads them to him. He looks forward to his recommendation for commission as both distant and highly uncertain. Consequently, he turns to more pressing matters. Yet his postponement of this subject is an error. In every company a company clerk is required, and this company clerk will very likely be intrusted, if he shows himself competent, with the drafting of orders. Within a fortnight of enlistment, he may prove an advantage or a disadvantage to the company as a whole in direct proportion to the clearness and explicitness of the orders he drafts under the instructions of his commanding officer. Or, if suddenly and unexpectedly commissioned — as were some four thousand young men at the S. A. T. C. camps, and sent to colleges to take immediate command of companies — he may find the task immediately thrust upon him with no competent assistance at hand. Preparedness everywhere gains immediate esteem.

The type of orders with which the soldier recruit or new officer will first have to do is not the march order which he encounters in the *Field Service Regulations* or the combat order now best explained in the *Instructions for the Offensive Combat of Small Units;* rather he will be called upon to deal with a great many less interesting orders published in the course of organization, training, and administration

of a command prior to its engagement in overseas service. Reference to scattered passages in *Army Regulations*, especially Art. LXI, will enable him to get some idea of them in the abstract, but without models.

42. Kinds of Orders. — Orders issued to a company by its commander or to a battalion (unless detached from its regiment) by its commander are termed simply *Orders*, without any other designation except the serial number of each order in its file. When the commander of a detached battalion, a regiment, or organization issues orders, however, he has often to give orders which concern only small units or individuals, and, as such, are not sufficiently important to claim the attention of his whole command. His orders, accordingly, are divided into the two classes of *general* orders and *special* orders. *General* orders include matters which require the attention of the whole command, especially matters which require their permanent attention. Such are the schedule of calls, regular duties, police regulations, and appointment of important officers. They are published in such a way as to insure the communication of them to the entire command. *Special* orders are those which concern only a part of the unit, or which at least need be known to only a part. Such are details to special or extra duty, duties affecting a single company, and the like. An order may be put in the form of a letter, addressed to the individual, unit, or units concerned, and sent through the proper channels. (See *Army Regulations*, § 795.) In case time presses, a telegram may be so used.

In the administration of a large unit there are innumerable little orders, as those issued for interviewing and transfers handled by the Personnel Office. To issue even special orders for such purposes involves a considerable amount of paperwork, — submitting the document to the commanding officer, making carbon copies, delivering them to many persons not concerned (thereby wasting their time).

In order to cut short such red tape, a custom has grown up of issuing less formal orders — called *memoranda*, but none the less orders — which pass only to the individual or individuals concerned. It is considered by many of our most efficient officers the best practice to handle the mass of detailed administration by such memoranda. Indeed, the more strictly the file of orders can be confined to a very few, the more commendable they consider the adjutant's organization. This is because a long file of orders tends (1) to confuse the memory, and (2) to lessen the importance of each.

43. Form of Orders. — The form of an order is not less important to a commander than the form of a letter to the writer. By it he will be judged. An irregularity which might in a letter escape the attention or comment of the individual addressed will not escape the scrutiny of a command. Orders should not be issued without repeated scrutiny, and — if practicable — after an interval for reflection. Should an error nevertheless occur, a corrected copy of the order must be issued; and in this case, the correct version should bear at the top the words: "Corrected copy: destroy copies previously sent."

44. The heading — except in the case of memoranda confined within a single office — must state explicitly the place and date of issue, conforming to the same rules as those given for official correspondence. Each day there can be issued only one document containing General Orders, and one document containing Special Orders. The contents of either or both may consist of as many paragraphs as may prove convenient and as many subjects as there are paragraphs. For this reason the plural "orders" is used. But since in theory such orders are published at parade, and since in practice repeated trips to Headquarters for hourly bulletins of orders would disorganize the routine of the day, only one set is issued daily. On most days there will be no general order.

45. The file number, as in official letters, is placed at the upper left corner. General Orders have one series of file numbers and Special Orders another. Indeed, all orders of a company, battalion, regiment, or higher command are numbered in a separate series beginning either with the new year or with the organization of the unit. Thus in a regiment there will be separate files for General Orders, Special Orders, Memoranda, and Field Orders. On the first of the new file each year should be noted the last number of the preceding series. Thus, " Spec. O. No. 214 is the last of the 1918 series " should appear at the top of Special Order No. 1 of the 1919 series. So with each of the other files. In case a number should happen to be passed over, as sometimes occurs when a prepared order, owing to later information, is withheld and not issued, the file numbers should nevertheless be kept consecutive by publishing an order of the number passed over. This replacement order will have for its substance only the words " Not issued."

46. The signature of an order in a company is precisely that of an official letter, — two lines, the first consisting of the officer's name, the second consisting of his rank and the arm of the service to which he belongs. In units larger than a company, however, the signature will rarely be that of the commanding officer, except when he takes over the command or appoints a new adjutant. Usually orders will be issued with the signature of the adjutant of a major or colonel, and by the chief of staff of a general officer.

" An order will state the source from which it emanates." (*A. R.*, § 795). This regulation is customarily complied with in the signature. For example, consider the following:

By order of Colonel Boutwell,
J. R. Blakely,
Captain, 24 Cav.,
Adjutant.

This is the usual form of signature in a regimental order. Adjutants of battalions are regularly first lieutenants; adjutants of regiments, captains; adjutants of divisions, majors. In divisions and higher bodies the signature becomes more complicated. The "chief of staff" signs in the same place and manner as the adjutant of a regiment, substituting for the word "adjutant" the phrase "chief of staff." On the left of the page and slightly lower appears the signature of the adjutant as verification that the document is official.

By command of Major General Hodges,
M. B. Stewart,
Colonel, N. A., General Staff,
Chief of Staff.

Official:
G. M. Peek,
Major, Field Artillery, N. A.,
Adjutant.

47. Copies of Orders. — The office issuing an order keeps a retain copy and supplies a copy to each of the offices concerned. In less important communications the duplication of copies is often wisely avoided by circulating a single copy to be read and initialled by the persons concerned. Thus, an orderly carries to company orderly rooms a single copy with an attached sheet with list of companies for checking with signatures of representatives of the company commanders. In the case of special orders extracts of individual paragraphs are copied and sent to the individuals or units concerned. Such extracts have the usual heading and signature with the title "Extract."

48. Contents of Orders. — The principle of unity, so definitely insisted upon in the composition of military letters, is also desirable in orders. It can be achieved in General Orders, since the infrequency of issuing these makes it possible to deal with one subject

at a time. Special Orders, however, in large commands are likely to be issued daily and to deal with a multitude of subjects, requiring even thirty or more paragraphs. Although no regulation requires grouping or consecutive arrangement of these units, it is desirable that they be arranged under classes of subjects when convenient. Exigencies of work will usually prevent this and result in their being put together helter-skelter in the order in which they happen to be put through. Nor does the lack of arrangement greatly matter. The persons or units concerned receive in separate extracts the items which concern them: almost no one has occasion to read throughout an issue of Special Orders unless he have the turn of mind of a village gossip.

The principles of composition, however, apply with none the less force to each slender paragraph unit. It must be unmistakably clear and must fully prescribe the course of action it directs.

12. Private Karl S. Ward (1679245), Hdqrs. Co., 301st Infantry, is relieved from duty at the Soldiers Club, this cantonment, and will report to his organization commander, for duty.

The army serial number is given with the name of enlisted men to prevent confusion from the not infrequent duplication of ordinary names. No date is specified, since an order goes into effect at issue. Observe that the soldier is given no excuse for awaiting a further order; he is directed to report.

2. The Regiment will form in marching order, by battalions, on Boylston Street at 8 : 40 A.M., the band in advance.

This extract from General Orders is open to criticism on several counts. The position of the band hardly need be stated. The order of battalions, however, depending on the seniority of officers, and the place on Boylston Street where the head of the column should rest might properly have been stated. If the separate battalions were

to form with misunderstanding of either of these points, confusion must certainly arise, occasionally vexatious delay.

49. Models of Orders. — Several examples of administrative orders are here offered as guides. Slavish copying of any particular form in the contents is not to be desired or commended.

FORM FOR COMPANY ORDERS:

Co. K, 32d Infantry,
Plattsburg Barracks, N. Y.
July 27, 1918.

Orders,
No. 6.

1. Corporal Charles Quirin is relieved from duty as Company Clerk and placed on special duty in the Sergeant Major's office.

2. Corporal Abraham Goldburg is appointed Company Clerk, vice Corporal Quirin relieved.

3. Private George P. Denham is appointed Lance Corporal.

J. G. Hollister,
Captain, 32d Infantry.

NOTES: In the case of a detachment, use as heading "Detachment Co. K, 32d Infantry," or "Detachment 32d Infantry." The signature does not vary in form.

The usual routine orders issued in a company include appointments and relief from duty of *bugler*, *company clerk*, *company tailor*, *cook*, *first class private*, *mechanic*, *first sergeant*, *lance corporal*, *mess sergeant*, *and supply sergeant.*

FORM FOR A BATTALION DETACHED FROM ITS REGIMENT:

Headquarters, 3d Battalion, Harvard S. A. T. C.
Wakefield, Mass., May 20, 1919.

General Orders,
No. 2.

1. Swimming in the lake is prohibited until further notice.

2. Under the provisions of *A. R.* § 256, the following temporary appointment is made in this battalion:

Sergeant John R. Kemble, Co. L, 32d Infantry, to be battalion Sergeant Major, vice Hunt, discharged.

By order of MAJOR CARRINGTON,
R. D. JAMES,
1st Lieut., 32d Infantry,
Battalion Adjutant.

NOTE: A battalion will seldom be detached from its regiment except for tactical purposes in the field. Its orders then will usually be Field Orders. It may, however, occupy a post and issue General and Special Orders. If not detached, it issues only "Orders" and the term "Headquarters" is not used.

FORM FOR A LARGE POST:

HEADQUARTERS NATIONAL ARMY CANTONMENT,
CAMP DEVENS, AYER, MASS.
June 25, 1918.

Special Orders,
No. 160.

1. Pursuant to telegraphic instructions from the War Department, dated June 24, 1918, Quartermaster Sergeant Eugene Million (1670292), Permanent School Detachment, School for Bakers and Cooks, this Cantonment, will be discharged by his Commanding Officer, to enable him to accept appointment as Second Lieutenant, Quartermaster Corps, N. A.

2. So much of Par. 36, S. O. 155, these Headquarters, c. s., as relates to Captain Joseph Turner, M. R. C., is amended to read "who is assigned to Detachment Medical Department, 304th Infantry."

3. Private Frank H. Cauley (1657110), Machine Gun Co., 301st Infantry, is transferred to the 151st Depot Brigade, and will report to the Commanding Officer, thereof, for duty.

4. Captain Richard F. Nelligan, N. A., Athletic Director, this Cantonment, is detailed as the military member of the Enlisted Men's Club Committee, vice First Lieutenant Robert C. Deming, Inf., N. A., 301st Infantry, hereby relieved.

5. Upon the recommendation of the Camp Quartermaster, this Cantonment, Private First Class Vaughn S. Littlefield (1670077), 301st Fire Truck & Hose Co., is promoted to the grade of Sergeant First Class (temporary), Q. M. C., N. A.

He will be obeyed and respected accordingly.

6. Pursuant to instructions contained in letter from the War Department, 220,816 Spain, E. M., dated June 12, 1918, Private Miguel Cobo (2722915), Battery E, 302d Field Artillery, will be discharged by his Commanding Officer, account of being an alien.

50. **Memoranda.** — In form a memorandum does not differ as regards either heading or signature from other kinds of orders. It usually consists of fewer items, however, and any number may be issued in a day. The writer has found it desirable to use in memoranda the same principle of unity as in letters, and to give a separate file number for each subject. Under the pressure of a large office there is sometimes need of more definite dating than in the case of special orders. The memorandum is in administration what the field message is in combat. On the field message one expects the hour and minute; confusion will often be avoided by stating it on the memorandum.

EXERCISES

1. Write an order establishing a schedule of calls for a summer training camp. Take into account the special conditions of the week-end.

2. Write an order appointing a color guard.

3. The unit is directed by orders emanating from Washington to participate or be represented in a Liberty Loan parade. Plan according to local conditions the route and time of the parade, the place of the unit in line, provision for drink and food, precautionary measures to insure the fit condition and good appearance of the troops. Write the various forms of orders issued for this occasion.

4. Write a special order of several paragraphs containing (*a*) appointments of non-commissioned officers, (*b*) transfers of certain men from one unit to another, (*c*) directions for a detail to proceed to an officers' training camp, (*d*) furloughs.

5. Write a special order announcing (*a*) the departure of certain officers, (*b*) the arrival or appointment of others to fill their places, (*c*) the assignment of officers to special duties.

6. Write a memorandum appointing an officer for a Liberty Loan campaign with the dates and places of reports to be submitted and any special regulations that are to be observed.

CHAPTER V

FIELD ORDERS

51. Purpose of This Chapter. — The subject of Field Orders has been more fully and clearly covered than any other form of army paperwork that requires composition. The *Field Service Regulations* not only explain their composition precisely, but afford several model forms for the chief types in use. Colonel Moss in his *Army Paperwork* disposes of the subject with merely a reference to the *Field Service Regulations*. Major Eben Swift's book entitled *Field Orders, Messages, and Reports* consists chiefly of a very careful and thorough treatment of Field Orders, with filled-in models, cautions arranged under appropriate heads, and historical examples to reënforce them. In such books, however, the instruction is directed primarily and almost exclusively to the form and contents of orders for large bodies of troops, much larger bodies than the young officer or student soldier for whom this book is intended will be likely soon to have under his control. The present chapter, accordingly, will be confined to such field orders as might be issued to a small detachment amounting to a battalion or a regiment. Within this limitation it will probably serve a lieutenant's needs.

52. Form of Field Orders. — The form of field orders is prescribed for heading, contents, and signature. Here error or confusion may result not solely in delay with consequent vexation, but in irreparable disaster.

53. The heading consists of the title, — that is, the organization from which a particular order is issued, — the place of writing, the date, the file number, and a reference to the map used. Of these

items the first three are placed at the upper right of the first page; the last two at the upper left. Consult the form which follows:

(Order for Outposts)

Headquarters, 1st Bn., Harvard Unit, S. A. T. C.
Camp at Waverly, Mass.
12 Nov., 1918, 3 : 30 P.M.

Field Orders,
No. 1.
Blueprint X.

Observe that not merely the day, but the hour (often the hour and minute) of issue is stated. This should be the hour of signature. Time should be allowed for copies to reach the persons involved and to permit them to plan details. If an order is issued at night, it should be dated with both dates as follows: "Night, 14/15 Feb." Usually in small units orders will be given verbally. When complicated, they may be dictated by the adjutant to an assemblage of officers. Over an hour should be allowed for transmission through a division. Reference to the map used should prevent misunderstandings that arise from the use of different maps — made often on different scales and at different dates. Where possible, officers are provided with uniform maps.

54. **The signature** (or ending) of field orders is like that of administrative orders. It states the authority by which the order is issued and authenticates it by the signature, rank, and office of the adjutant (or chief of staff). It specifies, at the lower left of the last page, to whom the order is issued and by what means.

By order of COLONEL CARTIER,
FRANCIS DURANT,
Captain and Adjutant, 8th Inf.

Dictated to Adjutants, Battery Commander, Commander of Engineers, and Staff.

Copy to Division Commander by Lt. R.

In case an order is issued in compliance with one issued from a higher command, copies should invariably be transmitted to that source.

55. The contents of field orders vary with circumstances. They may be written for a variety of occasions, as (1) a march, advance, or retreat; (2) advance, flank, or rear guards; (3) the placing of outposts; (4) a halt; (5) the formation of camps or bivouacs; (6) various types of combat. The last of these will be dealt with in a special chapter on operation orders.

56. The Distribution of Troops. — The first three of these types have, in addition to the body of the order, a section which shows the *distribution of troops* in the command. This forms a column on the left-hand side of the page, extending about one-third of the space across, and headed with the title "Troops." In other types of field orders the troops are mentioned in the body, where their duties are prescribed. Under the heading "Troops" the several bodies into which the troops are distributed are listed with lettering (*a*), (*b*), (*c*), etc. A simplified example for a battalion follows:

Troops	
(*a*) Advance Guard:	1. On Saturday, October 16th, the battalion will make a practice march to ARLINGTON HEIGHTS with advance and rear guards for purposes of instruction.
Lt. A.	
2d Platoon, Co. D	
(*b*) Main Body:	
Capt. W.	2. (*a*) The advance guard will march at 8 A.M.
1st, 3d, and 4th Platoons, Co. D	(*b*) It will precede the main body at a distance of 300 yards.
Co. A	
Co. B	3. The main body will march from the parade ground at 8:10 A.M., by MASSACHUSETTS AVENUE.
1st, 2d, and 4th Platoons, Co. C	

(*c*) Rear Guard:
Lt. B.
3d Platoon, Co. C

4. The rear guard will follow the main body at a distance of three hundred yards.
5. The battalion commander will from time to time inspect the advance and rear guards, but will usually be with the main body.

Usually a march order under the heading "Troops" will prepare for an advance or rear guard, but not both; it will provide also for flank guards, and in large bodies for cavalry and signal troops. The name of the commander is placed with the section he commands.

57. **The accompanying table** shows the usual distribution of troops in large bodies.

Advance	Advance Guard	Outposts	Retreat	Rear Guards
a. Independent Cavalry	Advance Cavalry	Advance Cavalry	Leading Troops	Reserve — in order of march
b. Advance Guard	Support	Supports (numbered from right to left)	Main body — in order of march	Support
c. Main body — in order of march	Reserve — in order of march	Detached Post	Flank Guard	Rear Cavalry
d. Flank Guard	Flank Guard	Reserve	Signal Troops	Flank Guard
e. Signal Troops				

58. **The body** of a field order is constructed almost unvaryingly in five paragraphs. These paragraphs may vary in length and may contain a number of subdivisions; but five there should be, and each of the five should contain its prescribed information.

I. Information (*a*) of the enemy, (*b*) of our supporting troops.
II. The general plan of the commander.
III. Detailed dispositions and tasks of the elements of the command.
IV. Instructions for trains — whether field, sanitary, ammunition, supply, or engineer.
V. The commander's post (where messages may be sent).

If additional paragraphs are used, the last paragraph invariably discharges the function of Paragraph V. The additions are made after Paragraph IV, or in its place when there are no trains. Paragraph III will necessarily contain several lettered subdivisions, each containing clear and precise instructions for the correspondingly lettered body in the *distribution of troops* column. These instructions will cover the place and time of departure, route to be traversed, distance from other elements of the command, lines of communication to be established, special mission, arrangements for relief, conduct in case of attack, place of assembly, target, preparation or removal of obstacles, or whatever other information may be desirable to impart.

59. Cautions. — Several cautions are to be added:

1. Abbreviations are not used.
2. Place names are written in capital letters.
3. After place names when spelling and pronunciation differ markedly, a phonetic spelling is added in parenthesis.
4. Roads are indicated by two or more place names separated by dashes.
5. Negative expressions are avoided.
6. Brevity and precision of style are preferred.
7. Details of space and time are stated precisely.
8. Orders not concerning the movement in hand should be excluded.

For Exercises, see p. 66.

CHAPTER VI

OPERATION ORDERS

60. Change in Form. — During the present war, operation orders have developed in minuteness and fulness to an unprecedented degree. The orders of warfare a century ago rarely amounted to more than a few paragraphs and were communicated only to the higher commanders — so much was secrecy the first consideration. In the Civil War, indeed, General Grant comments as follows on the methods of one army corps commander: "After giving most intelligent instructions to division commanders, he would go in with one division, holding the others in reserve until he could superintend their movements in person also, forgetting that division commanders could execute an order without his presence." [1] Naturally, in small operations and unexpected encounters, the orders were verbal. Usage prior to the present war called for written orders of two kinds; general orders communicated to all subordinate commanders, and special orders clearly explaining to each one the operations for which he was responsible. The general order was expected to cover the following points:

I. The general situation of the opposing forces, and the position and probable designs of the enemy.

II. The plan of action determined upon and the part to be taken therein by each portion of the attacking force; the strength and composition of which, with the names of the commanders, should be set forth in detail in the margin of the order.

[1] *Memoirs*, Vol. II, p. 214.

III. The preliminary position to be taken up by each distinct portion of the attacking force, and the objective of its attack.
IV. The time when these positions are to be occupied, and the hour at which the attack is to commence from each.
V. The positions of the field hospitals.
VI. The positions of the trains of the different columns.
VII. The position of the commander during the action.
VIII. The strength and position of the reserves.

At present the elaboration of orders has gone so far that we shall confine ourselves to illustration of company orders, as the only kind with which the new officer will for some time be concerned. Instructions in further detail for the company, as well as for the battalion, will be found in War Dept. Doc. No. 802, War Plans Division, May, 1918, *Instructions for the Offensive Combat of Small Units*, pp. 25–27. (Prepared from official French Doc. of 2 Jan., 1918, at Hq. of A. E. F.) The success of an attack depends greatly on the perfection of the preparation, and this perfection must be insured by the company commander's order for action. To insure its reliability it is submitted for the approval of the commander of the next higher unit.[1] It is preliminary to the signal for attack in much the same way that the preparatory command precedes and explains the command of execution. The final attack order most frequently consists merely in indicating the hour for the assault.

61. Directions for a Company Order. — The order is based on the following general considerations: the mission assigned to the unit; the obstacles to be overcome in order to execute this mission; the means at the disposal of the unit.

[1] In open ground, and in the case of troops brought on the line of departure for an attack within a very short time, it will be impossible to write a complete order and have it approved by the superior authority. The leader will often have to limit himself to giving the essential orders. The first thing he will make known is "Information of the enemy."

The order for action of the company includes :

1. *Information of the enemy.*
2. *Mission of the battalion.*

Mission of the company and of the neighboring companies. Phases of the attack; objectives or successive objectives.

Direction of the attack given with the compass. Indication of a distant direction point.

3. *Limits of front assigned to the company.*
4. *Mission of each platoon;* objectives or successive objectives; its line of advance.

Route of advance.

When necessary, designation of the base platoon for reassembling the company when an objective has been reached.

5. *Attack formation of the company.* General formation. Formation for each platoon. Formation for the assault echelon and for the support echelon — distance between echelons.

Fire reserve of the captain. Automatic riflemen (if the situation requires).

6. *Formation prior to assault.* Occupation of the departure trenches — position for each platoon.
7. *Cleaning up.* Number and composition of the cleaning-up parties to operate in the assigned front.[1]

Their initial position prior to assault, duties assigned to each in detail.

8. *Advance.* How it will take place, keeping close to the creeping barrage.

Schedule for the movement of the barrage.

[1] The captain makes sure before the assault that the cleaning-up parties assigned to him are in place and understand their duties.

Use of signal fireworks.

Conditions under which a new advance will be made after halting at an intermediate objective.

9. *Machine guns.* Machine guns that are to support the company — their duties in detail.

10. *One-pounder guns and accompanying mortars.* Their duties, in detail, as far as the company is concerned.

11. *Divisional machine guns.* Schedule of overhead fire.

12. *Mission of the tanks* operating in the front assigned to the company. Liaison between the tanks and the infantry.

13. *Liaison.* Liaison within the company, with neighboring companies, with the battalion commander; runners.

Position and line of march of the captain; position and line of march of the battalion commander; successive command posts of the colonel.

14. *Marking out the front.* Means for indicating the front when a certain line has been reached, or at a particular hour, or on request of the aviator.

15. *Organization of the captured ground.* When the company is passed by a unit executing a passage of lines; occupation of the normal objective; patrols to be sent out; provisions regarding the strong point and combat groups; distribution of duties for the execution of these works (sketches); order of construction of the works, in order of importance; conditions under which the advance will be carried to the final objective.

16. *Dress, equipment, pack of the men.*

17. *Supplies.* Organization, establishment of depots, munitions and fireworks, rations, water, miscellaneous material (tools, barbed wire, sand bags).

Carrying parties (generally detailed from units other than the company); how distributed within the company.

18. *Medical service.* Location of battalion and regimental first-aid stations.

19. *Prisoners.* Measure to be taken; assembly point.

The order for action is widely circulated in the company. It is communicated, at least, to the officers and N. C. O.'s, who communicate it to their men.

The order thus prepared endeavors to arrange precisely for the movement of each unit of the company. It is supplemented by still more thoroughgoing verbal directions of platoon leaders and squad leaders. Finally, when opportunity permits, the attack is rehearsed some distance behind the lines, sometimes repeatedly, till the future action becomes almost precisely foreseen. Troops carry through the actual attack by rote, and attain their objectives on schedule time.

62. Common Errors to be Avoided in Orders. —

1. Avoid vague expressions of size or direction. What is " large " to one person may seem " small " to another. If you say " behind " or " before," uncertainty remains as to which way you face. Take directions from the compass.

2. Avoid all matters not strictly necessary to the purpose in hand. Just as a letter concerns one subject, so a field order concerns only one tactical situation.

3. Avoid petty details. Leave to the subordinates the working out of purposes which you clearly define.

4. Avoid all qualifying words which permit easy desistance from an operation. Do not say " try to capture," but " capture "; not " endeavor to hold," but " hold." Do not permit partial accomplishment by such expressions as " so far as possible."

5. If provision must be made for retreat when ordering an advance, this should be communicated only to the higher commanders and confidentially.

6. Avoid negatives. "The reserves will not be moved forward without further orders" is unsatisfactory because the meaning of the order depends wholly on the word *not*. Were it neglected, just the wrong action must result.

7. Avoid all danger of misreading. Indistinct handwriting and poorly formed letters are serious sources of danger.

63. Models. — As illustrations of operation orders there follow orders for (1) Relief, (2) Trench Raid, and (3) Trench-to-Trench Attack.

1.

..... Battalion. July —, 1917.

ORDER FOR RELIEF NO. —
for the day of July —, 1917

I. During the day of July —, Company B will relieve Company A in the supporting point at FRESH POND.

II. PRELIMINARY RECONNAISSANCE:

At 11 : 00 A.M. the captain of Company B, accompanied by his four platoon leaders, by a non-commissioned officer from each platoon, and by an "agent de liaison," will report at the Battalion Commander's post, where he will find a guide.

He will accomplish the necessary reconnaissance of his sector and will remain with the captain of Company A.

The platoon leaders will reconnoitre the sector assigned to their platoon and will remain with the leader of the platoon each is relieving, except the leader of the platoon in reserve who will return to his company and will be required to lead it to the Battalion Commander's post at the appointed hour (1 : 20). He will bring the non-commissioned officers with him after the reconnaissance of their respective sectors. The non-commissioned officers should be assembled at the captain's post at the hour determined by the latter (12 : 00).

III. GUIDES:

Each platoon commander of Company A will send a guide to the

Battalion Commander's post to bring the corresponding platoon to the relieving company.

The guides should be present at the Battalion Commander's post at 1 : 15.

IV. RELIEF:

The leading portion of Company B will be present at the Battalion Commander's post at 1 : 20. It will be in the following order:

1. Section relieving salient A.
2. Section relieving salient B.
3. Section relieving the centre.
4. Section relieving the reserve.

V. PROCEDURE:

The platoon from Company B relieving in the salient A shall gain access by boyau No. 1. The platoon relieved will leave by the same boyau.

The platoon relieving the centre will arrive by boyau No. 2 and will take the right branch. The platoon relieved will leave by the left branch.

The platoon relieving the right will arrive by boyau No. 3. The platoon being relieved will wait until the whole of the relieving platoon is in its position, and will then leave by the same boyau.

The platoon in reserve will enter the redoubt by the left. The platoon being relieved will fold back on the right.

VI. TRANSMISSION OF INFORMATION GIVEN TO THE RELIEVING OFFICER BY THE OFFICER RELIEVED AND OF MATÉRIEL:

Such information given by companies and platoons will be oral, not written. A duplicate will be sent by the section leaders to the captains, and by the captains to the Battalion Commanders.

VII. REPORT:

A report of the relief and of the occupation will be sent to the Battalion Commander immediately at the completion of the operation.

The Battalion Commander.

2

ORDERS ISSUED FOR A TRENCH RAID

by a Company Commander

Company A of the —th Infantry Regiment will execute a raid on the enemy strongpoint situated between BOSTON Trench, SHELBY Trench, and KENTUCKY C. T. [See map on pp. 58–59.]

OBJECT:

Capture prisoners. Destroy dugouts in BOSTON Trench near KENTUCKY C. T. and in SHELBY Trench. Destroy trench mortar emplacement in the strongpoint.

The raid will be made by 1 officer, 4 sergeants, 5 corporals, and 60 privates divided into 4 parties; (9 groups).

Composition and Mission of Parties

PARTY I:

1 sergeant in command, 1 corporal, 14 men including 1 automatic rifle crew with gun.

Group A : 1 corporal, 5 privates.

Group B : 1 sergeant, 9 privates comprising 1 A. R.

MISSION: Start from JOFFRE Trench at point indicated on map. Go through the enemy's destroyed barbed wire at point P.

Penetrate into German trench at point indicated on map and proceed to the intersection of INDIANA C. T. and LIBERTY Trench.

There *Group A* will barricade LIBERTY Trench 25 metres beyond INDIANA C. T. and resist in this location against any counter attack which might spring up on the right and try to come up LIBERTY Trench.

Group B will proceed down INDIANA C. T., turn into BOSTON Trench and barricade BOSTON Trench at its intersection with INDIANA C. T. leading towards NEW YORK Trench. There the automatic rifle will be established to cover the right flank and the front of the raiding parties. At this point the group will resist any attempt at counter attack which might

spring up from the rear through INDIANA C. T. or from the right through BOSTON Trench.

These two groups will stay in place until the signal for the retirement of the raiding parties, which will be given by the officer commanding Party II. *Group B* will then retire through INDIANA C. T., will be joined in LIBERTY Trench by *Group A*, and the party will then go back along the same route as in the advance, keeping a very careful watch on the right flank.

PARTY II :

1 officer in command, 1 sergeant, 3 corporals, 22 privates including 3 rifle grenadiers.

Group C : 1 corporal, 3 privates, rifle grenadiers.

Group D : 1 officer, 1 corporal, 8 privates.

Group E : 1 sergeant, 6 privates.

Group F : 1 corporal, 5 privates.

MISSION: Start from JOFFRE Trench at point indicated on map. Go through the enemy's destroyed barbed wire at point Q.

Penetrate into German trench at point indicated on map where four men will hurriedly search the trench on the right and on the left of KENTUCKY C. T., then follow the party which will proceed through KENTUCKY C. T. up to BOSTON Trench.

There the groups will separate :

Group C will stay at the intersection of BOSTON Trench with KENTUCKY C. T. From here the rifle grenadiers can cover by their fire the front of the raiding parties as well as both flanks. They will act in case of need in the direction of any counter attack the enemy might undertake.

Group D will proceed to the right in BOSTON Trench, then down SHELBY Trench where the trench mortar emplacement and the dugout will be mopped up. These two dugouts will then be destroyed.

Group E will proceed to the left in KENTUCKY C. T. and will mop up the dugout at the intersection of KENTUCKY C. T. with BOSTON Trench. This dugout will then be destroyed.

Group F will proceed immediately down KENTUCKY C. T. and establish a barricade at its intersection with SHELBY Trench. There it will stay to resist any counter attack which might spring up from the rear.

The officer commanding the raiding party will give the signal of retirement when he sees fit or when his mission is accomplished, and will assemble his groups for a retirement through KENTUCKY C. T. along the same route as that followed in the advance.

PARTY III :

1 sergeant in command, 1 corporal, 14 privates including 1 automatic rifle crew with gun.

Group G : 1 corporal, 5 privates.

Group H : 1 sergeant, 9 privates including 1 A. R.

MISSION : Start from JOFFRE Trench at point indicated on map. Go through the enemy's destroyed barbed wire at point R.

Penetrate into German trench at point indicated on map and proceed to the intersection of LIBERTY Trench with WEST VIRGINIA C. T.

There *Group G* will barricade LIBERTY Trench 25 metres beyond WEST VIRGINIA C. T. and resist in this location any counter attack which the enemy might launch on the left through LIBERTY Trench.

Group H will continue down WEST VIRGINIA C. T., turn into BOSTON Trench, and barricade BOSTON Trench 10 metres to the left of WEST VIRGINIA C. T. and barricade also this C. T. leading towards the rear 20 metres beyond BOSTON Trench. (See map.) These barricades will be held against all counter attacks which might spring up from the rear or from the left. The automatic rifle will be established at this point to cover the left flank and the front of the raiding parties.

These two groups will stay in place until the signal for the retirement of the raiding parties, which will be given by the officer commanding Party II. *Group H* will then retire through WEST VIRGINIA C. T., will be joined in LIBERTY Trench by *Group G*, and the party will then go back along the same route as followed in the advance, keeping a very careful watch on the left flank.

PARTY IV :

Group I : 1 sergeant in command, 10 privates, including two automatic rifle crews with guns.

MISSION : Start from JOFFRE Trench at point indicated on map; deploy into small groups covering whole width of raid; these groups will

take up positions between the two trenches at about 60 metres in front of our own barbed wire. The two A. R. will be placed on the flanks and protected by bombers.

This group will remain in place and support in case of need the retirement of the raiding party. It will retire itself only after the three other groups have passed on their way back.

Routes of the different groups are marked on the map.

LIAISON :

The different groups will strive to be in constant liaison one with the other. This liaison is to be specially cared for on arriving in LIBERTY Trench and in BOSTON Trench.

STARTING OF THE GROUPS :

At H less 10 each party will start from JOFFRE Trench, and stopping in front of our own barbed wire, will send two men to verify the gaps in the enemy's barbed wire. These men will have wire cutters to complete these gaps if necessary. *Group I* will not send any wire cutters.

At the hour H the parties will start off from their emplacements in front of our barbed wire.

PREPARATION :

The raid is to be preceded by a violent artillery preparation of light and heavy artillery on the raided point and on NEW YORK Trench.

STOKES MORTAR : 4 batteries will take part in the preparation; 2 concentrating their fire on the strongpoint, one on WEST VIRGINIA C. T., one on INDIANA C. T.

At H plus 1 the artillery will gradually lengthen its range and establish its fire behind the strongpoint in the ravine and on NEW YORK Trench. The Stokes mortars will transfer their fire to the flanks and help on the flanks of the box barrage.

ONE-POUNDER GUN : 1 gun will take part in the preparation. Its fire will be directed on machine gun emplacement in MISSISSIPPI C. T. on the crest 50 metres in front of NEW YORK Trench. Its emplace-

C.T. West Virginia
C.T. Kentucky
C.T. Indiana
C.T. Mississippi
PARTY III.
PARTY II
PARTY IV
PARTY V.
JOFFRE
LIBERTY

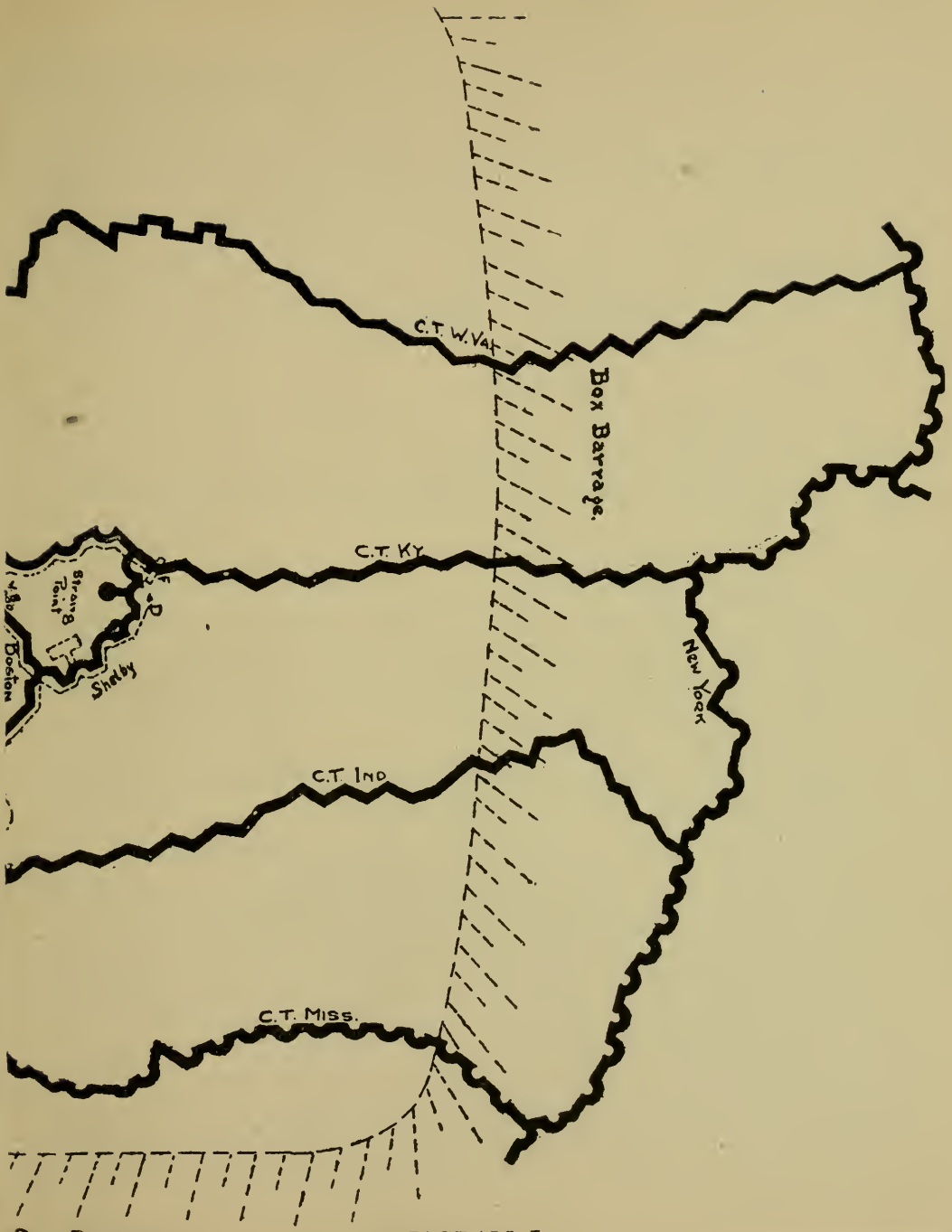

C.T. W. Va.
Box Barrage.
C.T. Ky.
Strawb Point
Boston
Shelby
New York
C.T. Ind
C.T. Miss.
Box Barrage

DIAGRAM I

ment shall be chosen so as to allow the continuation of its fire during the raid.

RIFLE GRENADES : From H less 5 until H, twenty rifle grenadiers of the company will execute a fire of concentration beginning by a slow fire gradually increasing in violence. These rifle grenadiers will be divided into four groups; the first firing on WEST VIRGINIA C. T., the second on KENTUCKY C. T., the third on INDIANA C. T., the fourth on MISSISSIPPI C. T., between LIBERTY and BOSTON Trenches.

EQUIPMENT :

Assault equipment without pack.

Each man will carry 12 grenades. Six men of the central party carrying 6 suffocating and incendiary grenades.

Each group of the central party having dugouts to destroy will carry necessary quantity of high explosive.

Each automatic rifle will have 600 rounds. The carriers of the A. R. crews will also have 6 grenades.

Groups A, B, F, G, and H will carry coils of Ribard wire entanglement to constitute their barricades.

The men before starting will take off all parts of their uniform or equipment which might help identify them.

No papers shall be carried on the men.

All members of the raiding party will carry a white band around left arm.

INFORMATION TO BE OBTAINED :

The identity of the enemy's troops before us must be ascertained. The raiding party will strive to take prisoners; these shall be escorted back to JOFFRE Trench as soon as taken. The bodies of dead enemies shall be searched and identified if possible.

NO MAN OF RAIDING PARTY, WOUNDED OR DEAD, SHALL BE LEFT IN ENEMY'S LINES.

DATE AND HOUR OF RAID :

To be given later.

SIGNAL OF RETIREMENT :

2 green one-star rockets sent off in quick succession by the officer commanding raiding party.

REËSTABLISHMENT OF DEFENSIVE BARRAGE :

As soon as the raiding parties have arrived back into JOFFRE Trench, 3 red one-star rockets will be sent off at an interval of 5 seconds between each. Our artillery will then immediately set down the defensive barrage before and on the German first line.

DRESSING STATION:

A first-aid dressing station is established in dugout X in JOFFRE Trench. 4 stretcher bearers will be on duty during the operation in JOFFRE Trench on the emplacement of departure of the raiding party.

3

PLAN OF ENGAGEMENT — FOR A TRENCH-TO-TRENCH ATTACK BY A BATTALION, AFTER ARTILLERY PREPARATION

INFORMATION OF THE ENEMY. (See map of Enemy's Sector [on next page].)

The enemy occupies a first position, consisting of a lookout parallel (Bremen Trench), a main parallel (Breslau Trench), a doubling parallel (Brandenburg Trench), and a support parallel (supposed behind railroad line Chateaugay branch) — general direction of the enemy — N. E. — S. W.

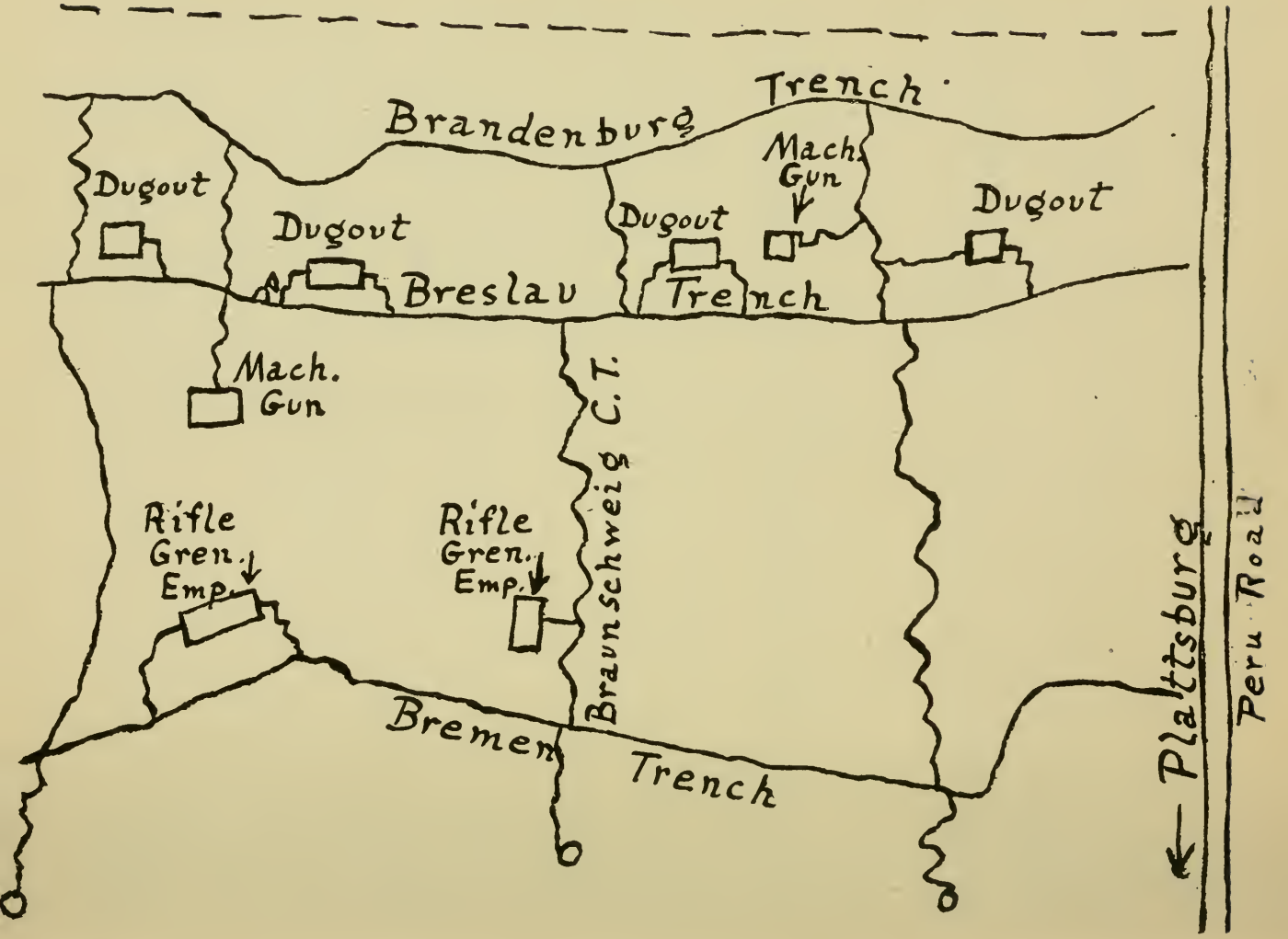
GENERAL SITUATION.

Mission of the Division. — The Division attacks and carries the three first parallels in a sector limited by a line of coördinates 300 yards on the right and parallel to Peru Road and a line of coördinates 600 yards on the left and parallel to Peru Road.

Mission of the Regiment. — Same as for the Division in a sector limited by Peru Road on the right and on the left by a line of coördinates 300 yards on the left and parallel to Peru Road.

The Regiment will attack with one Battalion in front and the others behind echeloned in depth.

Mission of the Battalion. — 1st assaulting Battalion of the Regiment is reënforced by two machine gun platoons (supposed) and one platoon of Engineers (supposed). This Battalion will carry Bremen, Breslau, and


Brandenburg Trench
Dugout
Dugout
Dugout
Mach. Gun
Dugout
Breslau Trench
Mach. Gun
Braunschweig C.T.
Rifle Gren. Emp.
Rifle Gren. Emp.
Bremen Trench
Plattsburg
Peru Road

Brandenburg trenches, establishing its advanced posts so as to have view on the enemy's support parallel.

This Battalion will leave the jumping-off trenches at Zero hour (3 o'clock) and carry its objectives in one rush. A white rocket will give the signal of departure.

Mission of Neighboring Units. — Same. Regiment M on the right (N. W.) — Regiment N on the left (S. E.).

Mission of Each Company.

1st Company (Right assaulting) :

Carry trenches Bremen, Breslau, Brandenburg in a sector limited by : Right (N. W.) — Peru Road. Left (S. E.) — Braunschweig communicating trench.

2d Company (Left assaulting) :

Carry same trenches in a sector limited by : Right (N. W.) — Braunschweig communicating trench. Left (S. E.) — left limit of the battalion.

3d Company (Right support) : minus one platoon detailed for mopping up will support 1st Company and insure liaison with Regiment M.

4th Company (Left support) : minus one platoon detailed for carrying party will support 2d Company and insure liaison with Regiment N.

Distribution of the Battalion for the Attack.

(See diagram on next page.)

Speed of the March.

The Artillery creeping barrage will precede the Infantry at the rate of 100 yards in 3 minutes.

It will be fixed at Zero hour plus 15 minutes 100 yards S. W. of Brandenburg trench.

Code of Signals Used.

1 red rocket — Ask for artillery barrage.

1 green rocket — The enemy counter attacks.

1 white rocket — I am ready to advance or counter attack repulsed.

Liaison. — The liaisons by telephone, T. P. S., signalling lamps, and relay posts of runners should be organized immediately after the objective is reached between the captured trenches and the rear. Signalling panels will be used for indicating the position of the troops to the airplanes.

Disposition of a Battalion for the Attack.

DIAGRAM III

4th. Co.
3rd. Co.
Support Companies (In squad columns)
Machine Gun.
Machine Gun
Engineer Platoon.
Medical Service.
Machine Gun Platoon.

DIAGRAM III

Consolidation of the Conquered Ground.

1st and 2d Companies reënforced by one platoon of 3d and one platoon of 4th Company will reverse Bremen, Breslau, and Brandenburg trenches, reorganize the new position, reëstablishing 3 communication trenches between Bremen and Brandenburg trenches.

All auto-riflemen and V. B. Grenadiers will be pushed to the new front line for protection against enemy's counter attacks.

The rest of 3d and 4th Companies will dig two communicating trenches between Bremen trench and the rear.

New Commanding posts of Captains commanding 1st and 2d Companies in Bremen trenches.

New Commanding post of Battalion Commander in jumping-off trench.

First-aid station between Battalion C. P. and the road.

Equipment of the Men. — Besides weapons and ammunition, each man will carry one tool, 2 sand bags, *an extra canteen, 2 gas masks* — no packs; but tents around the shoulders.

EXERCISES

1. Write an order for a regiment to advance through hostile country when expecting contact with a small body of enemy cavalry.

2. Write an order for a halt for the night in the case of a detachment.

3. Write an order for outposts.

4. Why is the item of "information concerning the enemy" missing in the order for a Trench Raid?

5. Criticise the form of the order for a Trench-to-Trench Attack in the light of the order for a Trench Raid.

6. Write an order providing for the disposition of your battalion for a Trench-to-Trench Attack.

7. Write a company order providing the details for a Relief of a company occupying the Liberty-Boston-New York Trenches, pp. 58–59.

8. Write an order for a Raid on the Bremen-Breslau-Brandenburg Trenches, p. 62.

CHAPTER VII

FIELD MESSAGES

64. The Messenger. — In the course of modern combat there is little room for the picturesque figure of a panting messenger on foaming charger alighting with his despatch. When telephones are carried forward with the assault, and rockets and flag signals and pigeons afford highly varied means of communication, the rôle of the messenger is confined to traversing short distances. Yet the messenger (or " agent de liaison ") continues to be of the first importance. When the wires become entangled or broken, he serves as the best means of liaison within and between companies in or near the front line.

Although working within such a restricted area, the messenger is nevertheless usually a bearer of written messages. Verbal messages are less convenient because they must be confined to a very few words, and very plain words. If the reader will try a simple experiment — give a message, and then question the person to whom it is sent — he will learn how easily words become changed and the sense altered, if not perverted. Do so. Yet the ordinary conditions of life are far more favorable to correct message bearing than are the turmoil, excitements, and dangers of battle. Shell fire toppling you over tends to obliterate the finer distinctions of language. Therefore, verbal messages should rarely exceed ten words. They should rarely cover more than two items. A prudent commander, under stress, will write duplicate messages, sending them by different men traversing different routes.

65. The Sender. — Experience has shown that a message, whether written or verbal, gains first attention for the nature of the contents,

to the exclusion of all other considerations. It is after the messenger has gone that inquiries begin to arise: — who sent it, or when, or where was he? Later still comes the question, who brought it? The French have systematized their messages by five questions. They prescribe that the writer of each message shall assure himself that he has answered the questions: "Qui? Quand? Où? Comment? Que?" That is to say: Who? When? Where? How? What? In like manner, the American soldier can make certain that his message will be understood if he answers the questions: Who is writing? What is the exact time of writing? What is the place? How is the message being sent (telephone, runner, etc.)? Just what have you to say?

66. **Field Message Blank.** — The American Field Message Blank, an example of which may be seen photographed on page 69, is admirably designed to insure answers to these questions. The blank squares challenge the writer's attention and automatic compliance as if they were words of command. The headings *From*, *At*, *Date*, *Hour*, *To*, *No.*, *How sent*, insure some kind of response: they do not insure a correct response. And here the value of practising the writing of field messages first becomes clear.

67. **Heading.** — The untutored writer would as likely as not fill in the blank space after *From* by writing his own name. This he should not do. As in an official letter, he should write the name of his office: "6th Section Co. D, 2d Bg. M. G. Bn."

68. **To.** — Similarly after *To* he should write the name of the office addressed: "C. O. Co. D, 2d Bg. M. G. Bn." Thus in the event of casualties the course of the message will in no wise be confused, and a new commander receiving the message of a new section leader will place it correctly despite the fact that they may be unknown to each other by name. Observe, however, that secrecy is preserved regarding items which might be of value to the enemy.

U. S. ARMY FIELD MESSAGE

TIME FILED	NO.	SENT BY	TIME	RECEIVED BY	TIME	CHECK

THESE SPACES FOR SIGNAL OPERATORS ONLY

From 1st Sec. Co. D. 2nd Brig. M. G. Bn.

At Rt. flank M Co. 28th Inf.

Date 29 May Hour 6:45 P.M. No. | HOW SENT Runner

To C. O. Co. D. 2nd Brig. M. G. Co. With 3rd Bn. 28th Inf.

At 9:30 A.M. I sent Narson in with following message. Is it possible to get an extra receiver for gun that is smashed? If so let runner bring it back. Am holding both squads here. If you cannot locate extra receiver what shall I do with men if other gun gets smashed? If I get no orders I will mix with M. Co in front line picking up rifles, and stay till further orders.

We all need a shave, have you heard anything about relief?

Newell

I'd like very much to have runner return with some sort of a report.

Photographed from the original.

Were the message captured it would not disclose the division or army corps — facts which might be of some service to the enemy strategy. Precisely similar considerations govern the address which follows the printed word *To*.

69. **At.** — After the printed word *At* should appear a designation of place which will reveal to friends the precise location, and yet will be as a rule unintelligible to the enemy. For example:

Intersection of Communication Trench on old front line.
P. C. Intersection of C. T. and old front line trench.
Transport P. C.
P. C. 18th Infantry M. G. Co.
At edge of Bois St. Eloi. Where gun 57 was located.
Strong Point No. 3.
Petit Troissy.
Old front line.

Such hints clearly suffice for persons who possess minute trench maps and are familiar with the local and transitory names which vivify a system of trenches. See the maps accompanying the orders for a Trench Raid and a Trench-to-Trench Attack, pp. 58 and 62.

70. **The date and hour** should be filled in precisely. Place the month name between the figures of day and year, as "7 June 17." The year is often omitted. State whether the hour is A.M. or P.M.; if noon or midnight, write out the word *noon* or *midnight*. A despatch rapidly changes significance as the interval increases between writing and delivery.

71. **The number for filing** is important because by this means the failure of an intermediate message to arrive becomes evident from the gap in the numbers. Needless to say, Field Message Books are furnished with carbons, so that the writer has his duplicates to show in reconstructing and criticising the course of an engagement.

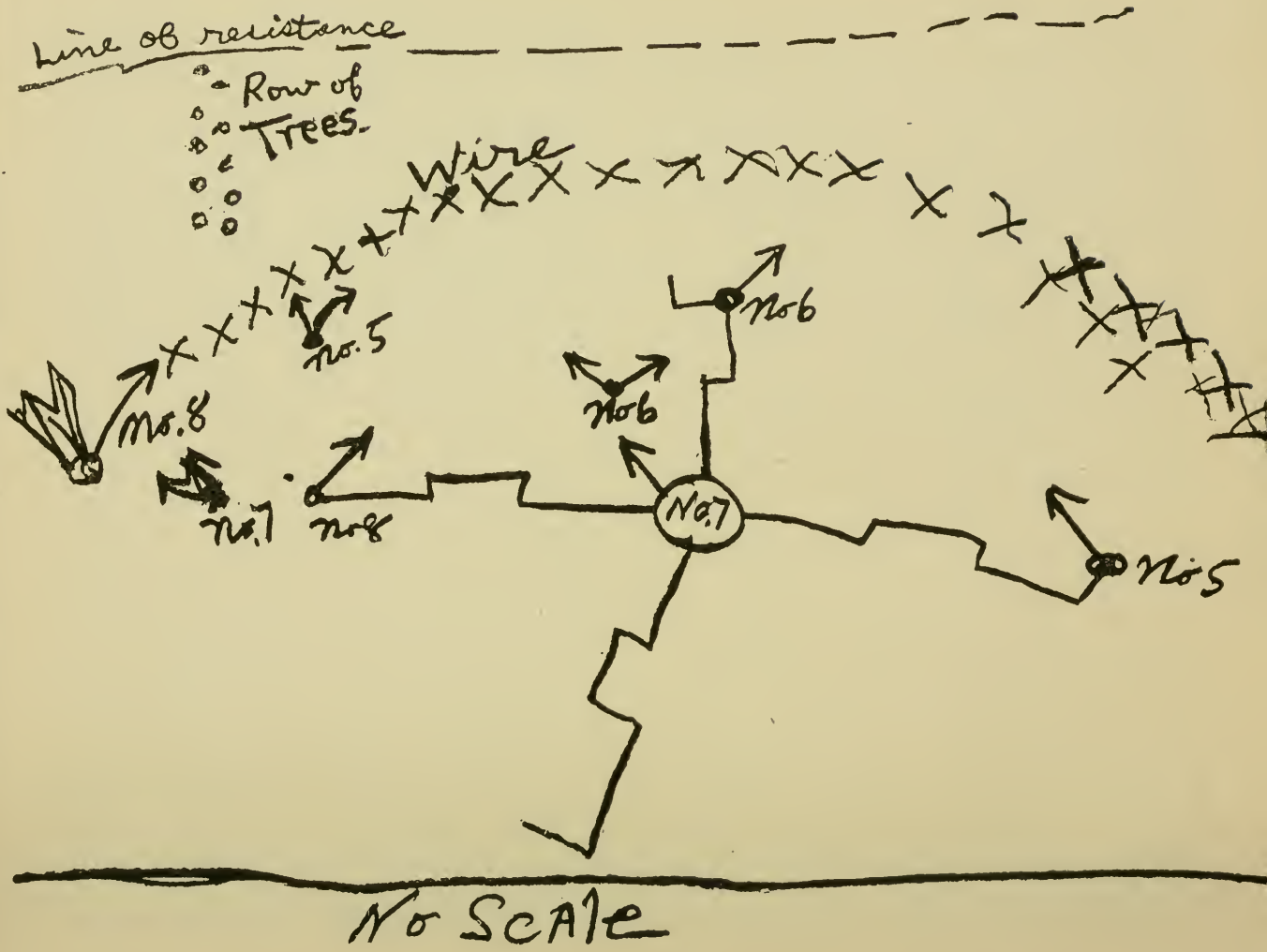
72. How Sent. — The last formality of the heading *How Sent* is perhaps not so well phrased as were it to read "By Whom Sent." The Field Message Book form shows that it comes by runner or messenger, and safeguards any chance of subsequently confusing it with telegrams, jottings of telephone messages, signals, airplane messages, etc. The average Field Message, however, reads simply "Runner" or "Messenger," and only occasionally "Mess. Fairbanks," "Lt. Redmond," "Water Party," etc. Yet completeness and accountability render a precise designation desirable.

73. The signature should by no means be patterned after the signature of a letter or order. Rather it is analogous to that of a telegram. The commander of a small unit presumably knows his men. "Morse" or "Lt. Reed" will suffice. The rank is serviceable especially in cases of change of command — "Howard, Sgt." or "Corp. Sanger" — since it keeps the C. O. posted regarding the comparative reliability of the individual in charge.

74. Examples. — The proper compliance with the form of heading and signature should be made automatic by frequent practice just as the execution of commands is made instinctive by the discipline of close order drill. Then, despite the pain of a dying comrade and amid the jar and hail of enemy fire, a complete message will be executed. In the following message of a platoon commander, written during the Battle of Cantigny, certain words are undecipherable and the hour is incomplete:

From Platoon Commander 3d Bat. Co. D.
At. P. C. Intersection of C. T. & old front line — How Sent
Date 29 May 18 — Hour 2:40 — No. 3 — Runner
To C O Co. D 2d Bg M. G. Bn.

No heavy shelling during night. No sniping. Wounded being carried to Batt first-aid. We are now in front line. Co. L fell back to old front



Sketch on the back of Lt. M——'s message, 7.15 A.M.

line or rather 2d jumping off trench. Co. I is now holding front lines on left flank. Corp. J—— returned to this place and his gun has been placed in rear of front line 75 yds on C. T. trench and . . . cover this entire left flank of sector. Several men reported . . . have returned to us safe.

Lt. R——

This message is commendable in that its sentences are short. It is faulty, however, in three points:

(1) The needless confusion of the fifth sentence.

(2) The vagueness of " several " in the last sentence.

(3) Failure to organize the material in definite paragraph units.

Observe how the casualties, disposition of material, news of near units, and report of firing are confused without order or division. As an exercise, rewrite the message with suitable rearrangement and paragraphing. Compare with it the following excellent message and the explanatory sketch sent on the back of the Field Message Blank. (See diagram on the opposite page.)

From 2d Platoon Co. D.
At Strong Point No. 3 How Sent
Date May 28, 1918 Hour 7 : 15 A.M. No. 1 Lt. R——
To C. O. Co. D — M. G. Co. 3d Bn.

1. All guns in position.
2. Have 2572 rounds am. per gun.
3. Pvt. L—— wounded in shoulder by M. G. fire coming over top.
4. Strong Point East Side of Cantigny Cemetery.
5. Position of guns and line of fire. See sketch on back. Position of guns at present are indicated by two arrows. When Strong Point is dug position of guns will be as indicated by one arrow to show field of fire.

M——
Lt.

U. S. ARMY FIELD MESSAGE

TIME FILED	NO.	SENT BY	TIME	RECEIVED BY	TIME	CHECK

THESE SPACES FOR SIGNAL OPERATORS ONLY

From Transport Officer, Co. D, 2nd. Brig. M.G. Bn.

At Transport P.C.

Date 29th. May '18 Hour 9:00 P.M. No. 6 HOW SENT Water Party

To P.C. M.G. Co. attached 3rd. Bn, 28th. Inf.

Sending detail to bring up water. You will find pistol ammunition, sand bags, sperm oil, M.G. ammunition, neatsfoot oil (for amm. strips), and rifle ammunition for attached infantry soldiers at water distributing point. Also 6, 5 gal. containers for reserve water. All except rifle amm. were delivered last night. Sent you verbal message re above last night. By working party.

Ward.

Photographed from the original.

This message deserves commendation. Paragraph 5 recurs to the subject of Paragraph 1 and elaborates it since time permits. Since the platoon has just taken position, no information of the enemy can be expected. Certainly these conditions are more favorable than those reported by Lt. R—— for the preparation of a methodical report; but Lt. M——, under conditions even more unfavorable, clings to his thoroughness and system.

From 2d Platoon
At Strong Point No. 3. How sent
Date May 28, 1918 Hour 9.00 P.M. No. 1 Mess. F——
To C. O. Co. D.

1. Eleven or twelve of my men have been wounded or killed and sent in. Balance are about in a state of nervous collapse from continuous shelling with large H. E. None are fit to put up a good fight at present. Have worked them hard on the Strong Point.

2. I was knocked crazy by shell fire. Have slight cut across wrist from piece of shell. Will send in another report later.

M——

It will be noticed that the preceding messages were written in the course of combat. But before an engagement begins it is necessary to inform the higher command that all is in readiness. Shortly after a unit has taken position in the front line trenches relieving another unit, each captain will send to his battalion commander a plan of defence containing the following paragraphs:

1. *Situation:* Position occupied by his company and the distribution of his effectives. Position of the automatic rifles (each platoon should have four), and positions where machine guns may be placed.

2. *Security:* Measures taken and how carried into effect.

3. *Liaisons:* How assured, both laterally and in depth.

4. *State of the position as left by his predecessor:* Work to be done and in course of construction, beginning with the most urgent; and accompanied

by suggestions for the improvement and further construction and strengthening of the works.

5. *Defence of his sector*, bearing in mind the purpose of his command; namely, to resist in his line as long as possible.

6. *Plan of the counter attack*, in case the enemy should succeed in gaining a foothold in his first line or in part of it.

A map [1] will also be sent with this report. It should be drawn to a scale of 1 inch–100 feet, properly oriented, and with the direction of the enemy indicated. The boundaries of the sector held by any one company and the points of junction with the sector held by neighboring companies should be clearly indicated.

75. Message Form. — The training of new officers in the substance of Field Messages is more imperative than training in their form. When writing they will tend to note the points which most concern them, losing sight of the need of information at higher command posts. They omit an item — such as news of other units — when that news seems commonplace. For this purpose a message form for use in training has been devised and used in divisional schools. The reader should study this form and should repeatedly practise filling it out in connection with problems for small units.

MESSAGE FORM

To: No.

1. I am at..... (NOTE: Either give map reference or mark your position by an "X" on the map on back.)
2. I have reached limits of my objective.
3. My { Platoon / Company } is at.....and is consolidating.

[1] The maps in use on the western front have French map signs which may be seen in Whittem and Long's *French for Soldiers*, Cambridge, 1917, pp. 92–94.

4. My { Platoon / Company } is at ..... and has consolidated.
5. Am held up by { (*a*) M. G. / (*b*) Wire } at ..... (Place where you are).
6. Enemy holding strongpoint .....
7. I am in touch with ..... on { Right / Left } at .....
8. I am not in touch with ..... on { Right / Left }
9. Am shelled from .....
10. Am in need of:
11. Counter attack forming at .....
12. Hostile { (*a*) Battery / (*b*) Machine Gun / (*c*) Trench Mortar } active at .....
13. Reënforcements wanted at .....
14. I estimate my present strength at ..... rifles.
15. Add any other useful information here:

Name .....
Platoon .....
Time ..... M. Company .....
Date ..... 1917. Battalion .....

(*A*) Carry no maps or papers which may be of value to the enemy.
(*B*) Give no information if captured, except the following, which you are bound to give:

Name and Rank

(*C*) Collect all captured maps and papers and send them in at once.

Among the items called for in 15, the supply of ammunition, arrangements for field of fire, report of casualties with disposition of men, and news of neighboring units are important. No form could readily be devised which would clearly suggest all the items which differing conditions render desirable. The purpose of such forms

is not to extend the domain of literalness and red tape. It is to suggest observation and reflection. That very different items will often be called for can be seen in the following message:

From 6th Section Co. D 2d Bg M. G. Bn
At P. C. intersection of T. C. & old front line trench — How Sent
Date 28 May 18 — Hour 11:50 — No. 2 — Runner
To C. O. Co. D 2d Bg M. G. Bn

Two guns in position 5th Section. Guns out of action. 1st message sent at 8:05. Wire was not broken down and our first waves bunched to get through and an enemy machine got an . . . fire on our line. J—— and P—— had guns mounted just in front of wire but by orders of Lt. M——s were moved forward and this is when the men were lost. Pvt. G—— as Inf. amm. carrier wounded.

(Second Sheet)

From 6th Section Co. D 2d Bg M. G. Bn.
To C. O. Co. D. 2d Bg M. G. Bn. — How Sent
Runner

Amt of ammunition on hand 5184 at this position all gone at 5th Section.

Lt. M——s wounded in action.

Lt. R——

EXERCISES

1. Copy message of Lt. M—— (p. 73) on a blank at end of book.

2. Write field messages for occasions arising from the orders and exercises of Ch. VI, or from the reports on pp. 85–89.

3. Timely exercises may be based on the situations in Lt. E. Colby's *Small Problems for Trench Warfare*, Fort Leavenworth, 1918.

CHAPTER VIII

REPORTS

76. The Report Follows Action. — Whenever troops have been sent upon a mission, or a single officer or soldier has been charged with a special duty, the commander will expect a report. This report may be merely a verbal statement consisting of a few words. as " Sir, Lieutenant Gleason is absent from quarters and not expected to return till evening." Or it may extend to a minute account of extended operations, covering many thousand words and supplemented by a considerable variety of lists, diagrams, maps, and evidential documents. Under the head of Military Correspondence an example of reporting for duty shows the brief style. The report presents, as regards composition, no new feature to distinguish it from the letter and the message. Like the former it is usually prepared in hours or moments of comparative leisure. The order precedes action; the message occurs in the course of action; the report follows action.

77. Value of Plan. — Even in a very extended report the letter form serves as a natural medium. Here the principle of organization so much insisted on for the shorter units of correspondence, orders, and messages, is even more necessary if the writer hopes that his account will be intelligently followed, and that the achievements which he records will be duly recognized. The technique of exposition, as usually taught in composition courses, applies here without variation, and should be insisted on with full emphasis.

There should be at the outset of an extended report some general statements of the scope of the operations ordered or planned, indicating the nature of the task, the difficulties in the way, the means of accomplishment, and in some cases the results obtained. This general summary prepares the reader by a brief view of the whole. When he descends into particulars, he will already have in mind the perspective. The technique, in short, is that of the journal which prints first in large type the few most striking facts and follows them with a more thorough account. An excellent example will be found in the introduction, which follows, to Lieutenant General Sir Stanley Maude's report of his campaign in Mesopotamia which culminated in the fall of Baghdad.

GENERAL HEADQUARTERS,
MESOPOTAMIAN EXPEDITIONARY FORCE.

10th April, 1917.

Sir, —

1. I have the honor to submit herewith a report on the operations carried out by the Mesopotamian Expeditionary Force for the period extending from August 28th, 1916, the date upon which I assumed command of the Army, until March 31st, 1917, three weeks after the fall of Baghdad.

2. The area over which the responsibilities of the Army extended was a wide one, embracing Falahiyeh, on the Tigris; Ispahan (exclusive), in Persia; Bushire, on the Persian Gulf; and Nasariyeh, on the Euphrates. Briefly put, the enemy's plan appeared to be to contain our main forces on the Tigris, whilst a vigorous campaign, which would directly threaten India, was being developed in Persia. There were indications, too, of an impending move down the Euphrates towards Nasariyeh. To disseminate our troops in order to safeguard the various conflicting interests involved would have relegated us to a passive defensive everywhere, and it seemed clear

from the outset that the true solution of the problem was a resolute offensive, with concentrated forces, on the Tigris, thus effectively threatening Baghdad, the centre from which the enemy's columns were operating. Such a stroke pursued with energy and success would, it was felt, automatically relieve the pressure in Persia and on the Euphrates, and preserve quiet in all districts with the security of which we were charged.

This then was the principle which guided the subsequent operations, which may be conveniently grouped into phases as follows:

First : Preliminary preparations, from August 28th to December 12th.

Second : The consolidation of our position on the Hai, from December 13th to January 4th.

Third : The operations in the Khadairi Bend, from January 5th to 19th.

Fourth : The operations against the Hai salient, from January 20th to February 5th.

Fifth : The operations in the Dahra Bend, from February 6th to 16th.

Sixth : The capture of Sannaiyat and passage of the Tigris, from February 17th to 24th.

Seventh : The advance on Baghdad, from February 25th to March 11th.

Eighth : The operations subsequent to the fall of Baghdad, from March 12th to 31st.

Preliminary Preparations: August 28th to December 12th

3. It was of paramount importance, in view of the approach of the rainy season, that no undue delay should take place in regard to the resumption of active operations, but before these could be undertaken with reasonable prospect of success it was necessary:

(*a*) To improve the health and training of the troops, who had suffered severely from the intense heat during the summer months.

(*b*) To perfect our somewhat precarious lines of communication.

(*c*) To develop our resources.

(*d*) To amass reserves of supplies, ammunition, and stores at the front. It was therefore considered desirable. . . .

The body of Sir Stanley's report,[1] not counting its addenda, amounts to considerably more than half the pages of this book. Yet his clearness in plan enables the reader to keep in mind, throughout, the relation of each part to the general scheme of the operations. Another example is Field Marshal Haig's report of the Battle of the Somme, referred to on page 4. A man who trains his mind so to organize his ideas will in the active duties of campaigning find himself able so to organize the activities of the forces at his disposal. With a view to developing such ability where it may be found latent, the instructor in composition will design exercises in planning papers and in analyzing or summarizing masterpieces of exposition — tasks which the student often thinks very laborious. He needs to be shown clearly the purpose in view. It is to teach him to think methodically, because if he thinks and expresses himself methodically, he will be more fully understood and will be better able to teach others. As an officer his first task is to teach — to teach recruits. And he will constantly have need to explain. He must learn to think by the numbers so that he can teach by the numbers. Nor is it impossible that a young officer who undertakes such lessons as these should be called upon to prepare extended reports. Many a man has drafted documents which have appeared under a more widely known name.

The average young officer, however, will be concerned chiefly with combat reports following actions of at most a few days' duration. On taking position preparatory to attack, or on effecting a relief (change of troops in front line trenches) he will be expected to send a message — customarily but improperly called a " report " — similar to that of Lieutenant M—— on page 73. Receipt of such messages assures the commander that all is in readiness before his signal or zero hour sets in motion an attack.

78. Daily Intelligence Report. — The officer has also to make

[1] Supplement to the *London Gazette*, 10 July, 1917.

his daily intelligence report, affording information of the enemy and an account of the work of his command under several prescribed heads. A sample form of battalion intelligence report is provided in the accompanying illustration.

The marginal specifications leave the writer little opportunity to forget anything of importance and no opportunity to confuse his material. Nevertheless, student soldiers should not infer that they will be so safeguarded at the front. Absence of such forms under combat conditions must be expected, and they must have acquired by practice the habit of supplying information on the requisite points.

To:
From: Date_____

DAILY INTELLIGENCE SUMMARY

A. INFORMATION ABOUT ENEMY ACTIVITY *a.* Artillery *b.* T. M. *c.* M. G. *d.* Sniping *e.* Rifle fire MOVEMENT AND CHANGE WORK WIRE IDENTIFICATION RUSES GAS RETALIATION BOMBS AND RIFLE GRENADES LIGHTS AND SIGNALS	[This form has been condensed. It should be understood that sufficient space is left for remarks against each heading.]

B. INFORMATION ABOUT OUR OWN LINES
- *a.* Artillery
- *b.* T. M.
- *c.* M. G.
- *d.* Sniping
- *e.* Rifle fire

CASUALTIES AND THEIR CAUSES

WEAK POINTS IN OUR OWN LINES

RETALIATION

WORK

WIRING

O. P.'s & S. P.'s

DETECTED BY ENEMY

RUSES AND THEIR RESULTS

C. PATROLS
- *a.* Enemy
- *b.* Our own

D. REMARKS

Time

Signed Bn. Intelligence Officer
for O. C. Bn.

79. Combat Reports. — The type of report following an attack of several hours' or a few days' duration is not precisely fixed in form. It may be presented as a diary (see the example on page 93). It may be, and often is, submitted as a rather extended field message on consecutive Field Message Blanks. One requirement should be

insisted on, and that is that the events be carefully arranged in sequence of time. FOLLOW THE ORDER OF EVENTS and the report will be clear. Not infrequently an officer will confuse the time sequence by carrying too far along the operations of one place. Certainly in a complicated report of the action of several units the details may be thus arranged: first, a general account, then several more detailed accounts of the action of each unit. But the units must be clearly separated. And each should be treated in the chronological order of events.

A report should *divide the action into stages*, represented by separate paragraphs. These stages usually correspond to periods of time, as afternoon or night or the duration of a counter attack or bombardment. One paragraph will concern a departure for attack, another the passage across No Man's Land, another the immediate activities on taking possession of the enemy front line trench.

Another principle, however, prevents these paragraph divisions from becoming clearly fixed. Some are short, some are long, because they deal with matters of varying importance. The principle of proportion leads the writer to say a great deal perhaps about one of these stages, and very little about another. The passage across No Man's Land may be uneventful, and require but two or three lines. Again, it may be full of incident, requiring detail, or it may be a matter of days with hold-ups in shell holes, in which case its stages will provide material for a series of paragraphs.

A normal and satisfactory report will be seen in that of the Second Platoon of Co. D. The action spoken of is a part of the offensive against Cantigny,[1] May 28, 1918. Notice its clear division, its pre-

[1] The offensive against Cantigny — at the apex of the German salient aimed at Amiens — was the first attack and capture of enemy territory in Europe by the United States Army. The attack was delivered at 6:45 A.M., May 28, on a front of one and one-quarter miles. The Americans, supported by French heavy guns and tanks,

cise detail, and firmness of spirit. It is customary for a commander, whether in long or short reports, of large or small units, to commend his subordinates who have displayed exceptional ability and courage.

From Lt. M——
At Petit Troissy
Date 6/1/18 How Sent — Personally
To C O Co. D. 2d Brig. M. G. Bn.

1. 2d Platoon Jumped off from crest of hill above old Co. P. C. at 6.45 A.M. 5/28/18. Strength of platoon 9 men per gun, 3 Sgts. & 1 officer. Each gun carried 2572 rounds of amm.

2. Formation — piece column — 30 paces between pieces, 5 paces between men.

3. Crossed German front line trench about 6.50 A.M. No Hun Art. fire to speak of, but scattered M. G. fire. Pvt. L—— was wounded by M. G. fire just before crossing our old front line.

4. Arrived at final obj. about 7.05 A.M. and immediately began to dig in after placing the 4 guns in shell holes for defence of the position. Art. fire began to get heavy about 7.10. Nine men were wounded by Art. fire before 7.30 and two men killed.

5. Position was shelled by heavy & light H. E. continuously for 2 hrs. after reaching obj.

6. We were fairly well dug in by 10.00 A.M. but continued to dig all during our time in the line.

7. Hun attempted two counter attacks afternoon of the 28th. Our position was under Hun Art. fire for 4 hrs. during first attack, and about 2 hrs. during 2d attack. Line held in front.

8. During night were shelled by many H. E. and "Flying Pigs." No losses.

captured the fortified village, took 200 prisoners, and inflicted severe losses on the Huns. They rapidly dug themselves in, and during May 29 and 30 repulsed many counter attacks. A full account of this brilliant achievement appeared in the *New York Times Current History*, July, 1918, pp. 57 ff.

9. Fairly quiet morning of 5/29/18. He shelled position heavy during afternoon and put down barrage on position during his attempted counter attack. During this time heavy Art. fire from rear was hitting in position. Ordered No. 6 gun to move back out of fire. Moved in perfect order and when shelling from rear was over old position immediately taken up again. Was shelled during night, and about 3 A.M. 5/30/'18 Hun dropped his barrage for about 45 minutes. From 4.30 A.M. until about 10.15 all was quiet. He then began to shell again, and continued to shell until after his attempted counter attack failed that afternoon.

10. Had light shelling during night with "Flying Pigs" and 77's.

11. Was relieved about 3.00 A.M. of 5/31/'18. No losses while being relieved.

Sgt. E—— showed coolness and contempt of danger by visiting gun positions during heavy art. fire to cheer men up and see that all was going well. He also exposed himself to art. fire to dig members of the 7th squad out. He more than performed his duties without the least hesitation of fear, and showed himself to be every inch of a man.

Mech. L—— deliberately exposed himself to heavy art. fire to care for the wounded. He and Pvt. S—— carried Pvt. M—— back to aid station under fire, and then started back to position while Hun art. was very active. Pvt. S—— was wounded on way back, and L—— carried him back to aid station and then reported back to his platoon while the Hun art. was very heavy on that position. He showed coolness and a contempt for the Hun art. and deserves the greatest credit for same.

All men in platoon did their duty, and showed the very best of courage.

J. H. M——
Lt.

With this report, the report of the Third Platoon may well be compared not for comment on the course of the military action, but as a specimen of composition. It will be found not so easy to follow. And this disadvantage will be seen to arise from (1) the lack of clear paragraph divisions, the actions of the 5th and 6th sections being

not easily distinguishable; and (2) the neglect to divide this action of several days into stages. Further, the report compresses into one sentence the events of three days. Were it not for the reports of other platoons, we could not determine on what day the action began.

From Third Platoon Co. D 2d Bg M G Bn
Date 2 June 18
To C. O. Co. D 2d Bg M G Bn.

Platoon was in position at 2 : 30 A.M. 5th section in jumping off trench No. 1, Lt. M——s in charge. 6th section in jumping off trench No. 2, Lt. R—— in charge, both sections on left flank of Co. L, 28 Inf. At zero hour, 6 : 45, both sections moved, 5th section in skirmish line and 6th section with gun crews leading advanced in communication trench and reached a front line trench at the same time as the 5th section. 6th section mounted guns one in a shell hole 10 yds. in front of old front line and the other in the old front line, both guns opened fire immediately on snipers and German front line, the gun in shell hole was placed in old front line as soon as an Emp. was made. Both guns remained in these positions until relieved by Co. B. 1st Bg M G Bn at 4 : 00 A.M., May 31–1918. Pvts. G——, S—— & P—— were wounded — and Pvt. V—— Co. M 28 Inf. killed. Pvt. K—— Gunner showed bravery and coolness under fire of enemy machine gun fire, killed or wounded several enemy snipers from trees and on the ground. 5th Section after getting through the wire mounted guns and began firing. Lt. M——s was wounded at this time. By orders of Lt. M——s guns were dismounted and advanced to within 50 yds. of enemy front line. The entire 10th squad being killed or wounded during the advance. The 9th squad after firing all their ammunition dismounted gun and lay 15 hours in a shell hole and returned to old front line during the night.

Corporal J—— of 9th squad displayed bravery and coolness in that he kept his squad intact and returned with the remainder of his squad and gun.

Sgt. K—— displayed bravery & coolness in assisting Platoon commander after being wounded. He directed the fire until all ammunition was ex-

pended and crawled back to old front line to report and all the time being under fire of enemy machine guns.

Pvts. P——, P——, S—— were killed. Pvts. R——, B——, S——, J. A. R——, W—— O. D., K——, S——, M—— Inf., W—— Inf., McD—— Inf., Lt. M——s were wounded.

Lt. R——
Platoon Commander

80. Cautions. — Several cautions follow which should govern the writing of both messages and reports:

1. In messages and reports state only verified facts.
2. Reports should not be colored to make out a strong case for the writer's command.
3. Do not overstate the force of the enemy.
4. Do not call for reënforcements when the need is slight.
5. Praise only those subordinates who show exceptional courage or ability.
6. In messages give too much information rather than too little.
7. See that the heading is fully made out.
8. State the source of all information which is not your own.
9. When a conjecture seems worth forwarding, state it as a conjecture and not as a fact.

81. Special Types of Report. — Several special types of report have been developed by the conditions of trench warfare. In addition to the Daily Intelligence Report, forms are here reproduced of the Shell Report, Snipers' Report, and Patrol Report. They will be seen to go through special channels, and they supplement the Daily Intelligence Report. The student should not regard the forms as in any way fixed. Constant modifications are taking place. It is useful practice, nevertheless, to fill in the forms with imaginary data, and greater realism can be obtained if the student uses them as a basis for his imagined conditions.

Date _____

To Officer Commanding Scouts,
Bn.

SHELL REPORT

POST { S. P. _____
O. P. _____

Covering whole front from _____ to _____.

No. of Shells	No. of T.M.	Time	Place	Size	Type of Shells	No. of Unexploded	Damage	Casualties	Remarks

Time_____ Signed Observer

To Officer Commanding Scouts,
Bn.

Date _____

SNIPERS' REPORT

POST { S. P. _____
O. P. _____

Snipers on Duty _____
_____

INFORMATION ABOUT ENEMY	
INFORMATION ABOUT OUR OWN LINES	
REMARKS:	
CASUALTIES	
NEW S. H. COMPLETED	
AEROPLANES, ETC.	Time_____

Signed } Snipers.

To Officer Commanding Scouts, Bn.

Date: Night of 7 & 8 April, '18.
No. of Patrol.

PATROL REPORT

R
L
C } Sector between 12 P.M. and 4 A.M.

GROUND COVERED	
DISPOSITION OF ENEMY	
BOMBING	
ARTILLERY & T. M.	
FLARES	
SPECIAL INFORMATION:	
a. Sounds	
b. Wire	
c. What seen	
REMARKS OR SUGGESTIONS	Time _____
	Signed } Scouts.

EXERCISES

1. Make a copy of each of the forms provided in this chapter and fill it in with imaginary data.

2. Rewrite the report of the Third Platoon of Co. D given on page 88, making clear paragraph divisions and supplementing with information similar to that in the report of the Second Platoon.

3. Write a report of some recent exercise of the military unit in which you are enlisted.

4. Write a report of a Relief, a Trench Raid, or a Trench-to-Trench Attack (see Operation Orders, pp. 53–65).

CHAPTER IX

DIARIES

82. Need of Keeping a Diary. — The report, when it is made up some days after an action, requires more than the officer's memory to serve as a foundation. Vivid as are the experiences of battle, he will let slip details of time and place and personnel. He has been relieved and is behind the lines, unable to verify details, as he writes, by looking over the ground. Accordingly, orders and carbons of field messages, which he should retain, supply material for report.

The best means, however, for insuring good material in a report is to keep a diary, and to endeavor daily, under no matter what hardships, to complete the record of each day. Writing the report then becomes chiefly a matter of composition, and without much reshaping, for both the diary and the report naturally are arranged according to the sequence of events. Some days will be more fully recorded, and some less, than their relative importance requires — conditions at one time favoring, and at another denying, opportunity for extended memoranda. Therefore, in copying diary material into a report, the writer must both compress and expand the records of individual days.

83. A Specimen Diary. — A diary is given here of the same general action — the offensive against Cantigny — which has supplied examples of field messages and reports, with the purpose of affording means of comparison. How much better material for reporting is provided by this diary than by the field messages.

On Active Service
with the
American Expeditionary Forces

1 June 1918

Sunday evening 26 May 1918 at 8 : 45 (approx.) P.M., 18 men and 2 officers started from Masoncell as reconnoissance party for the machine gun company attached to the 3d Bn. 28th Inf. There was one man from each squad, and each section sergeant. They were placed in the truck with the company they were to advance with.

Detrucking at N. W. exit of Rocquencourt, the representatives of each squad followed the company to the jumping off place, taking up approximate position the guns would take. The 1st section took position on right flank of second wave of M. Co. The trench was crowded, so an empty trench about 30 yds. in front of 2d jumping off trench was found and I decided to use it.

27 May 1918

At about 5 : 30 A.M. I was in P. C. of M. G. Co. 18th Inf. with Lt. M——s and Lt. T——. A bombardment began to sound like a barrage. Lt. T—— went out to look around. Not much after, some one put his head into the dugout door shouting "The Germans are coming! Retreat!" or words to that effect. Lt. M——s and I both went out as fast as we could with guns cocked, asking who yelled that. We did not find him.

I picked up one infantryman, advanced thru the rear line of what seemed to be a box barrage, to edge of woods on top of the hill. There found three more infantrymen, who claimed their Lt. and their corporal had both gone back. They were from the 4th platoon of Co. H 28th Inf. We held that position until things became quieter.

Lt. M——s told me that he had inspected each jumping off position then during the raid had gathered infantrymen and held a line on my left at edge of woods on high ground.

At approx. 7 P.M. I took one guide for each section back to 500 N. W. of Rocquencourt. Guided my section to jumping off trench.

28 May 1918

At H hour we jumped on top in skirmish line, fell in behind 1st rank of 2d wave of M Co., advanced in good shape without loss.

When objective was reached the guns took position in shell holes about 30 yds. in front of where 2d wave started digging. I made the mistake of putting amm. carriers in old Hun trench. I remembered instruction of a British officer advising against using old Hun trenches, and changed men to a shell hole. About 7 : 30 two men, D—— & E——, were wounded before I could get them out of Hun trench. My idea of time is not accurate but Hun bombardment came down 15 to 30 minutes after objective was reached, lasting for about two hours. During brief letup I had men dig into sides of shell holes so a direct hit might not get all of the men. About 11 : 30 A.M. another severe bombardment. I had not more than three men in a hole. One hole was hit, killing T—— and wounding slightly D—— an infantryman amm. carrier attached to 1st squad. A fragment hit receiver of gun of 1st squad putting it out of commission.

Intermittent shelling the rest of the day and night. At night I started digging sap to rear, to infantry trench.

29 May 1918

I kept men below top, with one man as lookout at all times. I counted seven different minute intervals determined average of 5 or 6 shells a minute dropping in about 300 yds. radius. I also counted seven groups of fifteen shells. About one in fifteen were duds.

At 3 : 45 P.M. a severe bombardment lasted two hours. Infantry in front of us retired to line behind us. At 7 : 45 P.M. another two hour bombardment. Intermittent shelling all night.

30 May 1918

Very quiet day. Intermittent shelling.

31 May 1918

Relieved by B Co. 1st Brig. M. G. Bn. at 4 A.M.

NOTE: I wish to especially mention Corporal I—— for cool behavior during heavy bombardment; for daring as a lookout when shells were fall-

ing very close; and for his supreme good morale, thereby elevating that of the whole squad and section.

I also wish to mention Sgt. R——, act. cpl. B——, Pvts. E——, N——, L——, B——, C—— and H—— for determination in sticking to gun when infantry had retired to trench in rear of us, thereby leaving no one between us and the Hun.

W—— N——
2d Lt. U. S. R.

Such diaries as this, any and every platoon leader may have occasion to write. And to such material as this, the final histories of the war will have recourse in tracing the successes and failures of major plans.

84. Headquarters Diary. — The war diary kept at headquarters serves for the larger command in precisely the same way. The keeping of this diary is prescribed in the *Army Regulations*, § 446 and *Field Service Regulations*, § 35. Since, however, it is usually kept by the adjutant, and hardly one lieutenant in twenty will have such duty, brief treatment will suffice for the scope of this book.

The war diary may be prepared by an officer specially detailed for this purpose. In any case its daily record will be attested by the commander or his adjutant. Battalions, higher organizations, and trains keep diaries, and forward them daily to the next higher commander. He transmits them direct to the War Department, as do commanders of armies and of units which are not component parts of a higher command.

85. The contents form a concise history of military operations, in units of the calendar, twenty-four hour, day. Copies of orders and messages sent and received are attached. Each day's entry begins with a march table, or a statement of the location or operations of the command. This includes an account of the weather, health of troops, state of road, camp, etc.; it renders further ac-

count of the supply of ammunition, rations, equipment, and forage. The body of the entry consists of a chronological record of events with copies or summaries of the contents of orders and messages. The precise hour and place are recorded for the following items: (1) beginning of a movement or action; (2) sending of orders and important messages; (3) receipt of orders and important messages; (4) ending of a movement. When recording an engagement which has ended, the war diary will report captures and losses; it will also have attached a sketch showing successive positions of the command in important phases of the action.

CHAPTER X

FAMOUS ORDERS AND EXAMPLES OF MARTIAL ELOQUENCE

WASHINGTON'S ORDER OF THE DAY ANNOUNCING THE ARRIVAL OF THE FRENCH ARMY UNDER THE COUNT DE ROCHAMBEAU

HEAD-QUARTERS, NEAR PASSAIC, 20 July, 1780.

The Commander-in-chief has the pleasure to congratulate the army on the arrival of a large land and naval armament at Rhode Island, sent by his Most Christian Majesty to coöperate with the troops of these States against the common enemy, accompanied with every circumstance that can render it honorable and useful. The generosity of this succour, and the manner in which it is given, is a new tie between France and America. The lively concern, which our allies manifest for our safety and independence, has a claim to the affection of every virtuous citizen. The General with confidence assures the army, that the officers and men of the French forces come to our aid, animated with a zeal founded in sentiment for us, as well as in duty to their prince, and that they will do everything in their power to promote harmony and cultivate friendship. He is equally persuaded that on our part we shall vie with them in their good dispositions, to which we are excited by gratitude as well as by a common interest; and that the only contention between the two armies will be to excel each other in good offices, and in the display of every military virtue. This will be the pledge of the most solid advantages to the common cause, and of a glorious issue to the campaign.

G. WASHINGTON.

WASHINGTON'S CONGRATULATORY ORDER TO THE ALLIED ARMY AFTER THE SURRENDER OF LORD CORNWALLIS AT YORKTOWN

After Orders, 20th October, 1781.

The General congratulates the army upon the glorious event of yesterday. The generous proofs which his Most Christian Majesty has given of his attachment to the cause of America must force conviction on the minds of the most deceived among the enemy relative to the good consequences of the alliance, and inspire every citizen of these States with sentiments of the most unalterable gratitude. His fleet, the most numerous and powerful that ever appeared in these seas, commanded by an admiral whose fortune and talents insure great events — an army of the most admirable composition, both in officers and men, are the pledges of his friendship to the United States, and their co-operation has secured us the present signal success.

The General on this occasion entreats his Excellency Count de Rochambeau to accept his most grateful acknowledgments for his counsels at all times; he presents his warmest thanks to the Generals Baron de Viomenil, Chevalier Chastellux, Marquis de Saint Simon, and Count de Viomenil, and to Brigadier-General de Choisy (who had a separate command), for the illustrious manner in which they have advanced the interests of the common cause. He requests that Count de Rochambeau will be pleased to communicate to the army under his immediate command the high sense he entertains of the distinguished merits of the officers and soldiers of every corps, and that he will present in his name to the regiments of Agenois and Deuxponts the two pieces of brass ordnance captured by them (as a testimony of their gallantry) in storming the enemy's redoubt on the night of the 14th inst., when officers and men so universally vied with each other in the exercise of every soldierly virtue.

The General's thanks to each individual of merit would comprehend the whole army, but he thinks himself bound by affection, duty, and gratitude, to express his obligations to Major-Generals Lincoln, Lafayette, and Steuben for dispositions in the trenches, to General Du Portail and Colonel Carney [Querenet?] for the vigor and knowledge which were conspicuous in the conduct of the attacks, and to General Knox and Colonel d'Aboville for

their great care, attention, and fatigue in bringing forward the artillery and stores, and for their judicious and spirited arrangement of them in the parallels. He requests the gentlemen above mentioned to communicate his thanks to the officers and soldiers of their respective commands. Ingratitude, which the General hopes never to be guilty of, would be conspicuous in him was he to omit thanking in the warmest terms his Excellency Governor Nelson for the aid he has received from him and from the militia under his command, to whose activity, emulation, and courage much applause is due. The greatness of the acquisition will be an ample compensation for the hardships and hazards which they encountered with so much patriotism and firmness.

In order to diffuse the general joy through every breast, the General orders that those men, belonging to the army, who may now be in confinement shall be pardoned, released, and join their respective corps. Divine service is to be performed to-morrow in the several brigades and divisions. The commander-in-chief recommends that the troops not on duty should universally attend with that seriousness of deportment and gratitude of heart which the recognition of such reiterated and astonishing interpositions of Providence demand of us.

G. Washington.

LETTERS FROM LAFAYETTE TO WASHINGTON

[All Lafayette's letters to Washington, as well as to other Americans, were written in English. When he joined the American Army as a volunteer in 1777, he was only 19 years old.]

Providence, 6th August, 1778.

Dear General, —

Anything, my dear General, you will order, or even wish, shall always be infinitely agreeable to me, and I will always feel happy in doing anything which may please you, or forward the public good. I am of the same opinion as your excellency, that dividing our continental troops among the militia, will have a better effect than if we were to keep them together in one wing. . .

The Count d'Estaing was very glad of my arrival, as he could open freely his mind to me. He expressed the greatest anxiety on account of his wants

of every kind, provisions, water, etc.; he hopes the taking of Rhode Island will enable him to get some of the two above-mentioned articles. The admiral wants me to join the French troops to these I command, as soon as possible. I confess I feel very happy to think of my co-operating with them, and, had I contrived in my mind an agreeable dream, I could not have wished a more pleasing event than my joining my countrymen with my brothers of America, under my command, and the same standards. When I left Europe, I was very far from hoping such an agreeable turn of our business in the American glorious revolution.

At the Entrance of Boston Harbour, April 27, 1780.

Here I am, my dear general, and, in the midst of the joy I feel in finding myself again one of your loving soldiers, I take but the time to tell you that I came from France on board a frigate which the king gave me for my passage. I have affairs of the utmost importance which I should at first communicate to you alone. In case my letter finds you anywhere this side of Philadelphia, I beg you will wait for me, and do assure you a great public good may be derived from it. To-morrow we go up to the town, and the day after I shall set off in my usual way to join my beloved and respected friend and general.

Adieu, my dear general; you will easily know the hand of your young soldier.

My compliments to the family.

Holt's Forge, 1st Sept., 1781.

My dear General, — From the bottom of my heart I congratulate you upon the arrival of the French fleet. . . . Thanks to you, my dear general, I am in a very charming situation, and find myself at the head of a beautiful body of troops; but am not so hasty as the Count de Grasse, and think that, having so sure a game to play, it would be madness, by the risk of an attack, to give anything to chance.

It appears Count de Grasse is in a great hurry to return; he makes it a point to put upon my expressions such constructions as may favour his plan. They have been pleased to adopt my ideas, as to the sending of vessels into James River, and forming a junction at Jamestown. I wish they may also force the passage at York, because then his lordship has no possibility of escape.

The delay of Count de Grasse's arrival, the movement of the grand army, and the alarm there was at York have forced me, for greater security, to send a part of the troops to the south side of James River. To-morrow and the day after will be employed in making dispositions for covering a landing, which will be done with continentals discumbered of baggage; and on the 5th, agreeable to the count's desire, a junction will be made of our troops. I shall then propose to the French general the taking of a safe position, within ten or twelve miles of York; such a one as cannot be forced without a much greater loss than we could suffer. And, unless matters are very different from what I think they are, my opinion is, that we ought to be contented with preventing the enemy's forages, and fatiguing them by alarming their picquets with militia, without committing our regulars. Whatever readiness the Marquis de St. Simon has been pleased to express to Colonel Gimat, respecting his being under me, I shall do nothing without paying that deference which is due to age, talents, and experience; but would rather incline to the cautious line of conduct I have of late adopted. General Portail must be now with Count de Grasse. He knows your intentions, and our course will be consulted in our movements.

Lord Cornwallis has still one way to escape; he may land at West Point, and cross James River, some miles below Point of Fork; but I thought this part was the most important, as the other route is big with obstacles. However, to prevent even a *possibility*, I would wish some ships were above York. . . .

Adieu, my dear general, the agreeable situation I am in is owing to your friendship, and is, for that reason, the dearer to your respectful servant and friend.

LAFAYETTE.

NAPOLEON'S ORDER TO THE ARMY IN ITALY

To His Brothers in Arms

Headquarters, Milan, 1 Prairial, Year IV.
(20 May, 1796)

Soldiers! You have precipitated yourselves like a torrent from the top of the Apennines; you have overturned, dispersed and scattered everything which opposed your march!

Piedmont, delivered from Austrian tyranny, has yielded to her natural sentiments of peace and friendship for France.

Milan is yours, and the Republican standard floats over all Lombardy.

The dukes of Parma and Modena owe their political existence to your generosity alone.

The army which menaced you with so much pride now finds no barrier which can insure it against your courage.

The Po, the Ticino, the Adda, have not been able to arrest you a single day; these vaunted bulwarks of Italy have been insufficient; you have crossed them as rapidly as you did the Apennines.

So many successes have carried joy to the bosom of the country; your representatives have ordered a fête, dedicated to your victories, to be celebrated in all communes of the Republic; there your fathers, your mothers, your wives, your sisters, your sweethearts, rejoice in your success, and boast with pride that they belong to you.

Yes, soldiers, you have done much; but yet, is there nothing left to do? Shall they say of us that we have known how to conquer, but that we have not known how to profit by victory? Shall posterity reproach us with having found a Capua in Lombardy? But I see you already run to arms; a cowardly repose wearies you; days lost for glory are lost for your happiness. Well, let us be gone! We yet have forced marches to make, enemies to suppress, laurels to gather, injuries to avenge.

Let those who have sharpened the daggers of civil war in France, who have, like cowards, assassinated our ministers, and burned our ships in Toulon, tremble! The hour of vengeance has struck!

But let the people be without disquiet; we are friends of all peoples, and especially of the descendants of Brutus, of Scipio, and of the great men whom we have taken as models. To reëstablish the Capitol, to place there with honor the statues of the heroes who made themselves celebrated, awake the Roman people, benumbed with several centuries of slavery, such shall be the fruit of your victories. They will make an epoch in posterity. You will have the immortal glory of changing the face of the most beautiful part of Europe.

The French people, free, respected by the whole world, will give to Europe a glorious peace, which will indemnify it for the sacrifices of all kinds it has made in the past six years; you will then go back to your hearthstones, and your fellow citizens will say in pointing you out: "He was of the Army of Italy!"

BONAPARTE.

[On reading over this proclamation one day at St. Helena, the Emperor exclaimed: "And yet they have the folly to say I could not write!" — Las Cases, III, p. 86.]

NAPOLEON'S ADDRESS TO HIS TROOPS AT THE BATTLE OF THE PYRAMIDS, JULY 21, 1798

["Pour toute harangue, Bonaparte leur addresse ces mots, qu'on peut regarder comme le sublime de l'eloquence militaire." — Lacretelle, XIV, p. 267.]

Soldats! vous allez combattre aujourd'hui les dominateurs de l'Égypte; songez que du haut de ces Pyramides, quarante siècles vous contemplent!

NAPOLEON'S ORDER FOR THE BATTLE OF AUSTERLITZ

GENERAL DISPOSITIONS FOR THE DAY OF THE 11TH

IN BIVOUAC IN FRONT OF BRUNN, 10 Frimaire, Year XIV.
(December 1, 1805), 8.30 P.M.

Marshal Soult will give orders so that his three divisions shall be placed beyond the ravine (Bosenitz Brook) at seven o'clock in the morning, in such a manner as to be ready to commence the manœuvre of the day, which

is to be a march forward by echelons, the right wing leading. Marshal Soult will be personally, at half-past seven in the morning, near the emperor at his bivouac.

His Highness Prince Murat will give orders to the cavalry of General Kellermann, to that of Generals Walther, Beaumont, Nansouty and Hautpoul, so that the divisions may be placed at seven o'clock in the morning between the left of Marshal Soult and the right of Marshal Lannes, in a manner to occupy the least possible space, and so that at the moment when Marshal Soult shall begin his march, all the cavalry under the orders of Prince Murat shall pass the brook, and find itself placed in the centre of the army.

General Caffarelli is ordered to move at seven o'clock in the morning with his divisions so as to place himself on the right of Suchet's division, after having passed the brook. As Suchet's division will place itself in two lines, Caffarelli's division will also place itself in two lines, each brigade forming one line, and thus the space which Suchet's division occupies at this moment will be sufficient for these two divisions.

Marshal Lannes will observe that Suchet's and Caffarelli's divisions are always to be behind the ridge in such a manner as not to be observed by the enemy.

Marshal Bernadotte with his two infantry divisions will move at seven o'clock in the morning into the same position which is occupied to-day, the 10th, by Caffarelli's division, except that his left shall be close to and behind the Santon (hill), and will remain there in column by regiments.

Marshal Lannes will order a division of grenadiers to place itself in line in front of his present position, the left behind the right of General Caffarelli. General Oudinot will reconnoitre the debouch where he is to pass the brook, which debouch will be the same by which Marshal Soult shall have passed.

Marshal Davout, with Friant's division and the division of dragoons of General Bourcier, will start at five o'clock in the morning from the Raigern Abbey, to reach the right of Marshal Soult. Marshal Soult will dispose of Gudin's division when it shall reach him.

At half-past seven the marshals will be near the emperor in his bivouac,

so that, according to the movements the enemy may have made during the night, he may give new orders.

The cavalry of Marshal Bernadotte, in consequence of the above dispositions, is placed under the orders of Marshal Murat, who will indicate to it the hour it is to leave so as to be in position at seven o'clock.

Prince Murat will equally dispose of the light cavalry of Marshal Lannes.

All the troops will remain in the dispositions indicated above until new orders.

As the cavalry of Prince Murat must in its first position occupy as little space as possible, he will put it in column.

Marshal Davout will find at the Abbey a squadron and a half of the 21st regiment of dragoons, which he will send to the bivouac.

Each of the marshals will give the orders which apply to him in consequence of the present dispositions.

NAPOLEON.

NAPOLEON'S PROCLAMATION ON HIS RETURN FROM ELBA

TO THE ARMY

GOLFE JOUAN, 1 March, 1815.

Soldiers! In my exile I have heard your voice. I have come to you through every obstacle, every danger.

Your general, called to the throne by the voice of the people and raised on your bucklers, is back among you; come to him!

Pluck off the colors that the nation has proscribed, and that, for twenty-five years, were the rallying point of all the enemies of France. Put on the tricolor cockade; you wore it in our great days.

Take again these eagles which you had at Ulm, at Austerlitz, at Jena, at Eylau, at Friedland, at Tudela, at Eckmühl, at Essling, at Wagram, at Smolensk, at the Moskowa, at Lützen, at Wurschen, at Montmirail! Do you believe that the little handful of Frenchmen who are so arrogant to-day can support their sight? They will return whence they came; there let them reign as they pretend that they did reign these last nineteen years.

Soldiers, rally around the standard of your chief! Victory will advance at the double! The Eagle, with the national colors, will fly from steeple to steeple to the towers of Notre Dame. Then will you be able to display your honorable scars. Then will you be able to claim the credit of your deeds, as the liberators of your country. In your old age, surrounded and honored by your fellow-citizens, all will respectfully listen while you narrate your great deeds; you will be able to say with pride: "And I also was one of that Grand Army that twice entered the walls of Vienna, of Rome, of Berlin, of Madrid, of Moscow, and that cleansed Paris from the stain left on it by treason and the presence of the enemy!"

NAPOLEON.

GENERAL GRANT'S LETTER TO THE COMMANDANT OF FORT DONELSON

HD-QRS., ARMY IN THE FIELD
Camp near Donelson, Feb. 16th, 1862

Gen. S. B. Buckner,
Confed. Army,
Sir:

Yours of this date proposing Armistice, and appointment of Commissioners, to settle terms of Capitulation is just received. No terms except an unconditional and immediate surrender can be accepted.

I propose to move immediately upon your works.

I am Sir, very respectfully
Your obt. Sevt.
U. S. GRANT
Brig. Gen.

GENERAL GRANT'S ORDER AFTER THE BATTLE OF PORT GIBSON

HDQRS. DEPT OF THE TENNESSEE

General Orders,
No. 32 IN FIELD, HANKINSON'S FERRY, MISS., May 7, 1863.

Soldiers of the Army of the Tennessee! Once more I thank you for adding another victory to the long list of those previously won by your

valor and endurance. The triumph gained over the enemy near Port Gibson, on the 1st instant, is one of the most important of the war. The capture of five cannon and more than 1000 prisoners, the possession of Grand Gulf, and a firm foothold upon the highlands between the Big Black and Bayou Pierre, from whence we threaten the whole line of the enemy, are among the fruits of this brilliant achievement. The march from Milliken's Bend to a point opposite Grand Gulf was made in stormy weather, over the worst of roads; bridges and ferries had to be constructed; moving by night as well as by day, with labors incessant and extraordinary, privations have been endured by men and officers as have rarely been paralleled in any campaign. Not a murmur nor a complaint has been uttered. A few days' continuance of the same zeal and constancy will secure to this army the crowning victory over the rebellion. More difficulties and privations are before us. Let us endure them manfully. Other battles are to be fought. Let us fight them bravely. A grateful country will rejoice at our success, and history will record it with immortal honor.

U. S. Grant,
Major-General, Commanding.

MARSHAL JOFFRE'S ORDER FOR BEGINNING THE FIRST BATTLE OF THE MARNE

September 4, 1914

1. It is fitting to take advantage of the rash situation of the First German Army to concentrate upon it the efforts of the Allied Armies on the extreme left. All dispositions will be made in the course of September 5 to start for the attack on September 6.

2. The disposition to be carried out by the evening of September 5 will be:

(*a*) All the available forces of the Sixth Army to be to the northeast of Meaux, ready to cross the Ourcq between Lizy-sur-Ourcq and May-en-Multien, in the general direction of Château-Thierry. The available elements of the First Cavalry Corps which are at hand will be placed for this operation under the orders of General Maunoury (commanding the Sixth Army).

(*b*) The British Army will be posted on the front of Changis-Coulommiers, facing eastward, ready to attack in the general direction of Montmirail.

(*c*) The Fifth Army, closing a little to its left, will post itself on the general front of Courtacon-Esternay-Sézanne, ready to attack in the general direction from south to north, the Second Cavalry Corps securing the connection between the British Army and the Fifth Army.

(*d*) The Ninth Army will cover the right of the Fifth Army, holding the southern exits from the marsh of Saint-Gond and carrying part of its forces on to the plateau north of Sézanne.

3. The offensive will be taken by these different armies on September 6, beginning in the morning.

JOFFRE,
General-in-chief of the French Armies.

MARSHAL JOFFRE'S ORDER ON THE MORNING OF THE BATTLE OF THE MARNE

6 September, 1914.

At the moment when a battle on which the safety of the country depends is about to begin, it is necessary to remind all that it is no longer the time to look behind; all efforts must be employed in attacking and driving back the enemy! Troops which can advance no farther must, cost what it may, hold the conquered ground and allow themselves to be killed on the spot rather than give way.

In such circumstances, no faltering can be tolerated.

JOFFRE

MARSHAL FOCH'S DISPATCH DURING THE BATTLE OF THE MARNE

My left has been rolled up, my right has been driven in; therefore I attack with my center.

FOCH

GENERAL PERSHING'S SALUTATION AT THE TOMB OF LAFAYETTE, 15 JUNE, 1917

Lafayette, nous voici!

FIELD MARSHAL HAIG'S ORDER DURING THE GERMAN OFFENSIVE OF 1918

April 12, 1918.

To all ranks of the British Army in France:

Every position must be held to the last man. There must be no retirement. With our backs to the wall and believing in the justice of our cause, each of us must fight to the end. The safety of our homes and the freedom of mankind depend alike on the conduct of each one of us at this last moment.

D. Haig,
Commander-in-chief of the British Armies in France.

MARSHAL FOCH'S TELEGRAM TO GENERAL PERSHING ON THE FIRST ANNIVERSARY OF AMERICAN TROOPS IN FRANCE

13 June, 1918.

A year ago you brought to us the American sword. To-day we have seen it strike. It is the certain pledge of victory. By it our hearts are more closely united than ever.

Foch

MARSHAL PETAIN'S ORDER OF THE DAY AFTER THE SECOND BATTLE OF THE MARNE

August 8, 1918.

Four years of effort, with our staunch allies; four years of trials stoically endured, begin to bear fruit.

His fifth attempt in 1918 smashed, the invader retreats, his manpower decreases and his morale wavers, while at your side your American brothers have no sooner landed than they have made a baffled enemy feel the weight of their blows.

Incessantly placed in the advance guard of the allied peoples, you have prepared the triumphs of tomorrow.

Not long ago I said to you: "Abnegation, patience; your comrades are arriving."

To-day I say: "Tenacity, audacity; you shall force victory."

Soldiers of France, I salute your banners illuminated with new glory.

PETAIN

Commander-in-Chief of the French Armies

GENERAL MANGIN'S ORDER OF THE DAY THANKING THE AMERICAN TROOPS FOR THEIR PARTICIPATION IN THE OFFENSIVE AGAINST THE CHÂTEAU-THIERRY SALIENT

August 7, 1918.

Officers, non-commissioned officers, and soldiers of the Third American Army Corps:

Shoulder to shoulder with your French comrades, you threw yourselves into the counter-offensive begun on July 18. You ran to it like going to a feast. Your magnificent dash upset and surprised the enemy, and your indomitable tenacity stopped counter-attacks by his fresh divisions. You have shown yourselves to be worthy sons of your great country and have gained the admiration of your brothers in arms.

Ninety-one cannon, 7200 prisoners, immense booty, and 10 kilometres of reconquered territory are your share of the trophies of this victory. Besides this, you have acquired a feeling of your superiority over the barbarian enemy against whom the children of liberty are fighting. To attack him is to vanquish him.

American comrades, I am grateful to you for the blood you generously spilled on the soil of my country. I am proud of having commanded you during such splendid days and to have fought with you for the deliverance of the world.

MANGIN

The Commanding General of the 10th Army.

GENERAL PERSHING'S ORDER AFTER THE SECOND BATTLE OF THE MARNE

August 27, 1918.

It fills me with pride to record in general orders a tribute to the service achievements of the 1st and 3d Corps, comprising the 1st, 2d, 3d, 4th, 26th, 28th, 32d, and 42d Divisions of the American Expeditionary Forces.

You came to the battlefield at a crucial hour for the allied cause. For almost four years the most formidable army the world has yet seen had pressed its invasion of France and stood threatening its capital. At no time has that army been more powerful and menacing than when, on July 15, it struck again to destroy in one great battle the brave men opposed to it and to enforce its brutal will upon the world and civilization.

Three days later, in conjunction with our allies, you counter-attacked. The allied armies gained a brilliant victory that marks the turning point of the war. You did more than to give the Allies the support to which, as a nation, our faith was pledged. You proved that our altruism, our pacific spirit, and our sense of justice have not blinded our virility or our courage.

You have shown that American initiative and energy are as fit for the tasks of war as for the pursuits of peace. You have justly won unstinted praise from our Allies and the eternal gratitude of our countrymen.

We have paid for our success with the lives of many of our brave comrades. We shall cherish their memory always and claim for our history and literature their bravery, achievement, and sacrifice.

This order will be read to all organizations at the first assembly formations following its receipt.

PERSHING.

MARSHAL PETAIN'S ORDER OF THE DAY ON THE SURRENDER OF GERMANY

November 12, 1918

To the French armies: During long months you have fought. History will record the tenacity and fierce energy displayed during these four years by our country which had to vanquish in order not to die.

To-morrow, in order better to dictate peace, you are going to carry your arms as far as the Rhine. Into that land of Alsace-Lorraine that is so dear to us you will march as liberators. You will go further; all the way into Germany to occupy lands which are the necessary guarantees for just reparation.

France has suffered in her ravaged fields and in her ruined villages. The freed provinces have had to submit to intolerable vexations and odious outrages, but you are not to answer these crimes by the commission of violences, which, under the spur of your resentment, may seem to you legitimate.

You are to remain under discipline and to show respect to persons and property. You will know, after having vanquished your adversary by force of arms, how to impress him further by the dignity of your attitude, and the world will not know which to admire most, your conduct in success or your heroism in fighting.

I address a fond and affectionate greeting to our dead whose sacrifices gave us the victory. And I send a message of salutation, full of sad affection, to the fathers, to the mothers, to the widows and orphans of France, who, in these days of national joy, dry their tears for a moment to acclaim the triumph of our arms. I bow my head before your magnificent flags.

Vive la France!

PETAIN

Commander-in-Chief of the French Armies

LIST OF USUAL ABBREVIATIONS

1. The following abbreviations are customary in routine military forms and correspondence. Periods are used after abbreviations in the A. G. D., but not necessarily on less formal records, especially when in capital letters.

2. In abbreviations, ambiguity must be avoided. *Calif.* is better than *Cal.*, which might be misread as Col. Use *Colo.*

3. Abbreviations are often combined without spacing, as *AGOWD*, made up of *AGO* and *WD*.

Addl.	Additional	*AW*	Articles of War
ADist.	Artillery District	*AWOL*	Absent without leave
Adjt.	Adjutant		
Adm.	Administrative	*B*	Base
Adv.	Advance	*Bg.*	Brigade
AEF	American Expeditionary Force	*Bks.*	Barracks
		Bn.	Battalion
Almt.	Allotment	*Brig.*	Brigadier
Alot.	Allotted	*Btry.*	Battery
Am.	Ammunition	*Bull.*	Bulletin
Amb.	Ambulance		
Apmt.	Appointment	*C.A.*	Coast Artillery
Appd.	Approved	*CAuth*	Civil Authorities
Aptd.	Appointed	*CAC*	Coast Artillery Corps
AR	Army Regulations	*Cal.*	Calibre
A.R.	Automatic Rifle	*Capt.*	Captain
Art.	Artillery	*Cav.*	Cavalry
Art.	Artificer	*C.C.P.*	Committee on Classification of Personnel
ASAP	Air Service Aeronautics Production	*CDef*	Coast Defenses
ASMA	Air Service Military Aeronautics	*Ch. Stf.*	Chief of Staff
		Cir.	Circular
Asst.	Assistant	*C & GE*	Clothing and Garrison Equipage
ATSR	Army Transport Service Regulations	*C.G.*	Commanding General

Ck.	Cook
Cl.	Class
Clo.	Clothing
Cm.	Casemate
C.O.	Commanding Officer
CO	Company Orders
Co.	Company
C. of M.	Certificate of Merit
C. of O.	Chief of Ordnance
C. of S.	Chief of Staff
Col.	Colonel
Col.	Column
Com.	Commutation
Comb.	Combat
Comdg.	Commanding
Conf.	Confined
Contd.	Continued
Corp.	Corporal
Cpl.	Corporal
C.T.	Communication Trench
c. s.	current series
D	Division
D	Director
D	Department
Disch.	Discharge
DC	Dental Corps
Deps.	Deposits
Dept.	Department
Det.	Detachment
Dishon.	Dishonorable
Dist.	District
Div.	Divisions
D/L	Descriptive List
do	ditto
DS	Detached Service
E & A	Enlistment and Assignment
ED	Extra Duty
Enl.	Enlisted
Engr.	Engineer
ER	Expert Rifleman
ETS	Expiration of Term of Service
FA	Field Artillery
Far.	Farrier
Fm.	Fireman
FO	Field Orders
Fr.	From
FSR	Field Service Regulations
Ft.	Fort
Gar.	Garrison
GCM(O)	General Court Martial (Order)
Gd.	Guard
Gen. or Genl.	General
Gn. Ptr.	Gun Pointer
GO	General Orders
GOP	General Orders, Post
G.S.	General Staff
H	Hour
HA	Horse Artillery
H.E.	High Explosive
Hon.	Honorable
Hosp.	Hospital
Hs.	Horseshoer
HQ	Headquarters
Hv. A	Heavy Artillery
Inc.	Inclusive
Incl.	Inclosure
IDR	Infantry Drill Regulations
Ind.	Indorsement
Inf.	Infantry
Insp.	Inspector
Int.	Intelligence

J.A.	Judge Advocate
K.P.	Kitchen Police
LA	Light Artillery
LD	Line of Duty
L. of C.	Line of Communication
Lt.	Lieutenant
Lt. (or Lieut.) Col.	Lieutenant Colonel
MA	Mountain Artillery
Maj.	Major
MC	Medical Corps
Mch.	Mechanic
Med.	Medical
MG	Machine Gun
MIGD	Manual of Interior Guard Duty
Mil.	Military
Mm.	Marksman
MMD	Manual of the Medical Department
Mo.	Month
MP	Military Police
Mr	Master
MRC	Medical Reserve Corps
mtd	Mounted
NCO	Noncommissioned Officer
NCOCQ	Noncommissioned Officer in charge of quarters
NCS	Noncommissioned Staff
O	Orders
O	Office (O.C. of O. Office of the Chief of Ordnance)
Obs.	Observer
OD	Olive Drab
OD	Ordnance Department
O.P.	Observation Patrol
P	Post; Patrol
Par.	Paragraph
P.C.	Command Post (French)
pd.	Paid
PE	Post Exchange
PH	Post Hospital
PL	Post Laundry
Pon.	Ponton
PS	Philippine Scouts
Pvt.	Private
QMC	Quartermaster Corps
QMG	Quartermaster General
Qrs.	Quarters
Qual.	Qualification
R.	Ration
Reaptd.	Reappointed
Rd.	Reduced
Reenl.	Reenlisted
Regt.	Regiment
Regtl.	Regimental
Reld.	Relieved
relet	With reference to letter
rctel	With reference to telegram
Res.	Reserve
Ret.	Retired
RO	Regimental Orders
RS	Regular Supplies
RSO	Regimental Special Order
Ry.	Railways
SA	Small Arms
SAFM	Small Arms Firing Manual
SbO	Switchboard Operator
SC	Summary Court

SCD	Surgeon's Certificate for Discharge
SD	Special Duty
s. d.	Same date
Sec.	Section
Sentd.	Sentenced
Sep.	Separate
Sergt.	Sergeant
Sgt.	Sergeant
Sig.	Signal
Sig. Cps.	Signal Corps
SMP	Submarine Mine Property
SO	Special Orders
SOL	"Soldier out of Luck"
SOP	Special Orders, Post
S.P.	Snipers Patrol
Sp CM	Special Court Martial
Sq.	Squadron
Sqd.	Squad
Ss.	Sharpshooter
Sub.	Subsistence
Tel.	Telegraph
T.M.	Trench Mortar
Tn.	Train, in the following:
Am. Tn.	Ammunition train
C. Tn.	Combat train
F. Tn.	Field train
Sn. Tn.	Sanitary train
Sp. Tn.	Supply train
T.P.S.	Terrestrial Signal Panels
Tr.	Transfer
TR	Transportation Request
V.B.	Viven-Bessières Rifle Grenade
VC	Veterinary Corps
VOCO	Verbal Order of the Commanding Officer
(*VO* appears in combination with:	
BC	Battery Commander
CC	Company Commander
PC	Post Commander
RC	Regimental Commander
TC	Troop Commander
Vou.	Voucher
WD	War Department
Wrnt.	Warrant

For a Glossary of War Terms, French and English, see Lt. Col. Paul Azan, *The War of Positions*, Cambridge, 1917.

Printed in the United States of America.

U. S. ARMY FIELD MESSAGE

TIME FILED	NO.	SENT BY	TIME	RECEIVED BY	TIME	CHECK

THESE SPACES FOR SIGNAL OPERATORS ONLY

From

At

Date Hour No. HOW SENT

To

U. S. ARMY FIELD MESSAGE

TIME FILED	NO.	SENT BY	TIME	RECEIVED BY	TIME	CHECK

THESE SPACES FOR SIGNAL OPERATORS ONLY

From

At

Date Hour No. HOW SENT

To

U. S. ARMY FIELD MESSAGE

TIME FILED	NO.	SENT BY	TIME	RECEIVED BY	TIME	CHECK

THESE SPACES FOR SIGNAL OPERATORS ONLY

From

At

Date Hour No. HOW SENT

To

LIBRARY OF CONGRESS
0 011 399 543 9